

s.19(1)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Toronto - June 2017

Nom du voyageur: Marie-Pascale Des Rosiers

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Toronto - June 2017

Date de début du déplacement: 17/06/2017

Date de fin du déplacement: 18/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC420280

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	1,073.52
(Moins) Total des dépenses non remboursables :	598.44
Total des dépenses remboursables :	475.08
Montant total dû voyageur :	475.08

Dépenses non remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	15/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		598.44
Manual Prepaid				<div>598.44</div>
Air Canada				
Air Canada and Porter Airlines				
Total des dépenses non remboursables (CAD)				598.44

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	18/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 0.91	<div>7.59</div> <div>8.50</div>
From hotel to event				
11) Taxi	17/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 7.29	<div>60.71</div> <div>68.00</div>
From airport to hotel				
16) Hébergement commercial	18/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 33.43	<div>278.63</div> <div>312.06</div>
Inter-Continental Hotels				
2) Indemnités pour hébergement, repas et frais accessoires	18/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 9.34	<div>71.81</div> <div>81.15</div>
22) Dépenses liées au bureau	17/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 0.58	<div>4.79</div> <div>5.37</div>
Total des dépenses remboursables (CAD)				475.08

Récapitulatif codes de taxes



TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	51.55

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,021.97	1,073.52

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
05/07/2017 11:30:42	Myriam Montreuil	Autorisé(e)	
04/07/2017 15:05:26	Marlo Raynolds	Autorisé(e)	
22/06/2017 09:28:41	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageurMarie-Pascale Des Rosiers

Date de soumission22/06/2017

Signature

Soumis au nom du voyageur.

Nom du déléguéAmanda Herault

Date de soumission22/06/2017

Signature

**Nom de l'émetteur de la recommandation**    *Myriam Montreuil*

**Date recommandée**            *22/06/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**        *Marlo Raynolds*

**Date d'autorisation**         *04/07/2017*

Signature

**Nom de la personne responsable du traitement**    *Myriam Montreuil*

**Date de traitement**         *05/07/2017*

Signature

Expense Report Name: To accompany the Minister in Toronto - June 2017

**Traveller Name:** *Marie-Pascale Des Rosiers*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

**Travel Request Name:** *Toronto - June 2017*

Travel Start Date: 17/06/2017

Travel End Date: 18/06/2017

ER Approval Status: *Approval Required*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC420280*

Fiscal Year: 2017-2018

Travel Outside Default *N*

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>1,073.52</b>
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(Minus) Total non-reimbursable expenses :	598.44
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<b>Total reimbursable expenses :</b>	<b>475.08</b>
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<b>Total due traveller :</b>	<b>475.08</b>
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### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
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Expense Type	Date		Foreign Amount	Tax Amount	Amount
5) Commercial Air	15/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -			598.44
Manual Prepaid					<u>598.44</u>
Air Canada					
Air Canada and Porter Airlines					
Total non-reimbursable expenses (CAD)					598.44

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	18/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 0.91	<u>7.59</u> 8.50
From hotel to event					
11) Taxi	17/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 7.29	<u>60.71</u> 68.00
From airport to hotel					
16) Commercial Accommodation	18/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 33.43	<u>278.63</u> 312.06
Inter-Continental Hotels					
2) Allowance: Meals, Incidentals & Private Accommodation	18/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON#H ... 9.34	<u>71.81</u> 81.15
22) Office Related Expenses	17/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 0.58	<u>4.79</u> 5.37
Total reimbursable expenses (CAD)					475.08

Tax Coding Summary

HST	Total Amount
-----	--------------

10600 - 0070 - 0000 - - 8050 - -

51.55

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,021.97	1,073.52

Approval History

Date And Time	Approver	Approval Status	Comment
22/06/2017 09:28:41	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Marie-Pascale Des Rosiers

Submit Date 22/06/2017

Signature 

Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

Submit Date 22/06/2017

Signature 

Recommender Name Myriam Montreuil

Recommended Date 22/06/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**JUL - 4 2017**

**Approval Date**

Signature



**Processor Name**

**Processed Date**

Signature

s.19(1)

Travel Request

Travel Request Name: Toronto - June 2017

Traveller Name: Marie-Pascale Des Rosiers  
TIN:  
Prepared By: Amanda Hérault  
Policy Module: M3D - Domestic - Overnight Stay  
Trip Purpose: Key Stakeholder Engagement - Meetings  
Other Trip Purpose:  
Alternative To Travel: Personal attendance required  
Travel Start Date: 17/06/2017  
Travel End Date: 18/06/2017  
Approval Status: Approved  
Primary Location:  
Secondary Location:

Online TAN: AMC420280  
Fiscal Year: 2017-2018  
Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:  
Custom Field 1:  
Custom Field 2:  
Custom Field 3:  
Custom Field 4:  
Custom Field 5:

Event:  
Comments:

Toronto - June 2017

Travel Request Summary



Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	511.52
	511.52

Advance Summary

Travel advance:	0.00
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Reimbursable Expenses

Expense Type		Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 - -	100.00
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	325.00
Inter-Continental Hotels		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	81.15
22) Office Related Expenses	51496 - 282202 - 0070 - PBJ2 - 2001 - -	5.37
Total reimbursable expenses		511.52

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	511.52	511.52

Approval History

Date And Time	Approver	Approval Status	Comment
22/06/2017 08:07:58	Marlo Raynolds	Approved	

Itinerary Details

PNR:

Trip Status: *Quoted*

Traveller Type: *Minister's Exempt Staff*

Primary Trip Purpose: *Key Stakeholder Engagement -  
Meetings*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name *Marie-Pascale Des Rosiers*

Submit Date *22/06/2017*

Signature



Submitted on behalf of the Traveller.

Delegate Name *Amanda Herault*

Submit Date *22/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

Approver Name *Marlo Raynolds*

Approval Date *22/06/2017*

Signature



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 509732  
Invoice Date: 15 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) DESROSIERS/MARIE PASCALE MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00231	18Jun17 01:15 pm	18Jun17 02:11 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	169.15	27.60	43.12	239.87
BSP CANADA, IATA 0089545563	41.00	2.05	0.00	43.05
Total Fares:				210.15
Total Taxes:				43.12
Total GST/HST:				29.65
Invoice Total:				282.92
Payment(s):				
15 Jun 17 Credit Card				239.87
15 Jun 17 Credit Card				43.05
Total Payments:				282.92
Balance Due (CAD):				0.00

PORTER CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FIRM FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P 613-755-6000 F 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 509769  
Invoice Date: 15 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) DESROSIERS/MARIE PASCALE MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00467	17Jun17 08:45 pm	17Jun17 09:49 pm	OTTAWA INTL - TORONTO PEARSON

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9567943066 for DESROSIERS/MARIE PASCALE MS	211.00	31.35	30.12	272.47
BSP CANADA, IATA 0089545581	41.00	2.05	0.00	43.05
Total Fares:				252.00
Total Taxes:				30.12
Total GST/HST:				33.40
Invoice Total:				315.52
Payment(s):				
15 Jun 17 Credit Card				272.47
15 Jun 17 Credit Card				43.05
Total Payments:				315.52
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
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MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 509769  
Invoice Date: 15 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) DESROSIERS/MARIE PASCALE MS

AIR CANADA CONFIRMATION:

VALID GOVERNMENT PHOTO ID REQUIRED

ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE

RECOMMENDED CHECK-IN: 90 MIN  
CHECK-IN AND BAGGAGE DEADLINE: 45 MIN / 20 MIN AT TORONTO CITY AIRPORT  
BOARDING GATE DEADLINE: 15 MIN

BAGGAGE: FIRST BAG FREE / SECOND BAG \$35 PLUS TAX  
MAX 50 LBS. AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY  
AEROPLAN TOP TIER: EXTRA BAGGAGE BENEFITS MAY APPLY

CHECKED BAGGAGE CALCULATOR  
AIRCANADA.COM/EN/TRAVELINFO/AIRPORT/BAGGAGE/CHECKED.HTML

2 COMPLIMENTARY CARRY-ON BAGS PERMITTED  
1 STANDARD - NOT EXCEEDING 9 X 15.5 X 21.5 INCHES  
1 PERSONAL - NOT EXCEEDING 16 X 33 X 17 INCHES  
MUST BE ABLE TO LIFT INTO OVERHEAD BIN UNASSISTED

AIR CANADA FLEX FARE  
NON REFUNDABLE  
CREDIT VALID FOR 1 YEAR FROM BOOKING DATE  
IF CANCELLED BEFORE CHECK-IN CLOSES

FULLY REFUNDABLE WITHIN 24HRS OF BOOKING

NAME CHANGE FEE: \$60 PLUS TAX

NO-SHOWS FORFEIT FULL VALUE OF TICKET AND  
RESULTS IN CANCELLATION OF REMAINING FLIGHTS

CHANGES: \$75 FEE PER DIRECTION PLUS TAX  
DIFFERENCE IN FARE MAY APPLY

SAME DAY CHANGE AT AIRPORT: \$75 FEE PLUS TAX  
SUBJECT TO AVAILABILITY

SAME DAY AIRPORT STANDBY: FREE FOR EARLIER FLIGHTS ON  
THE DAY OF DEPARTURE FOR  
FLIGHTS BETWEEN TORONTO MONTREAL AND OTTAWA  
FLIGHTS BETWEEN VANCOUVER CALGARY AND EDMONTON  
SUBJECT TO AVAILABILITY

PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION

PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
**Passenger(s)** DESROSIERS/MARIE PASCALE MS

Invoice No: 509769  
Invoice Date: 15 Jun 2017  
Client No:  
Agent: I  
PNR: I

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCORD Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no R897192522 TICO no. 4800003





s.16(2)  
s.19(1)

Traveler Name:	Marie-Pascale Des Rosier			
Location:	Toronto			
Dates of travel:	June 17-18			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday			X	
Sunday	X	X		
Hotel receipt(s)	YES (1)			
Taxi receipts	YES (2) \$68 & \$8.50			
Miscellaneous receipts	printing (on hotel bill)			
Traveler signature	<i>[Signature]</i>			

Please do not include meals that were provided during this trip.

AKREM TAXI 18  
234 PARLIAMENT ST UNIT 2  
TORONTO, ON M5A 3A4  
(647) 347-8000

VENTE

IDM: 6902570  
IDT: A6902570 No. REF: 00000007  
No Lot: 096 SEQ: 096001001007  
06/18/17 07:30:34  
CODE APPR: 010314  
VISA

MONTANT \$8.50

00 - APPROUVE - 001

VISA  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSt: F8 00

Thank You!

COPIE CLIENT



TAXI AND LIMOUSINE  
SERVICES IN  
32 STOFFEL DR  
ETOBICOKE ON

CARD  
CARD TYPE VISA  
DATE 2017/06/17  
TIME 8852 22:43:48  
RECEIPT NUMBER  
H85034748-001-026-006-0

PURCHASE  
AMOUNT \$65.00  
TIP \$3.00  
TOTAL

\$68.00

VISA  
A0000000031010  
51AE0EB3D4FEA198  
0000000000-

APPROVED

AUTH# 004828 01-027  
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



s.16(2)

s.19(1)

INTERCONTINENTAL  
TORONTO YORKVILLE

06-20-17

Ms. Mariepascale Desrosiers	Folio No	Room No	700
	A/R Number	Arrival	06-17-17
Canada	Group Code	Departure	06-18-17
	Company	Conf No	
	Membership No	Rate Code	IGCOR
	Invoice No	Page No	1 of 1
	Cashier No		
	User ID	HST#	855206975

Date	Description	Charges	Credits
06-17-17	Photocopies / Printouts	4 75	
06-17-17	HST 13% on Others	0 62	5.37
06-17-17	*Accommodation	269 00	
06-17-17	Destination Marketing Fees	8 09	312.06
06-17-17	HST 13% on Rooms	34 97	
06-18-17	Visa		317 43
Total		317.43	317.43
Balance		0.00	CAD

Approval Code 084562  
Approval Amount 317.43

HST 13% on Rooms

HST 13% on Others  
HST 13% on Others

0.00 CAD  
0.00 CAD  
0.00 CAD  
34.97 CAD  
0.00 CAD  
0.00 CAD  
0.62 CAD  
0.62 CAD

If you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895

Guest Signature: \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or associate fails to pay for any part or the full amount of these charges. If a credit card charge. I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

InterContinental Toronto Yorkville  
220 Bloor Street West  
Toronto, Ontario, Canada M5S 1T8  
Telephone: (416) 960-5200 Fax: (416) 960-8269

Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 18/06/2017  
Amount: \$81.15 CAD  
Meals and incidentals

Expenses   Coding   Approval   Summary

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel

Start Date      End Date  
17/06/2017         18/06/2017   

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	In
17/06/2017	Canada - Ontario 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18/06/2017	Canada - Ontario 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	81.15	0.00	0.00

Delete   Save   Cancel

< >

## Montreuil, Myriam (EC)

---

**From:** Angrignon-Duval, Jael (EC)  
**Sent:** June 22, 2017 9:28 AM  
**To:** Montreuil, Myriam (EC)  
**Subject:** RE: Autorisation hôtel - Marie-Pascale Desrosiers - AMC420280

Approuvé.

Merci,

*Jael Angrignon-Duval*

Gestionnaire des opérations comptables pour les régions de l'Est /  
Eastern Region Accounting Operations Manager  
Environnement et Changement climatique Canada/Environment and Climate Change Canada  
Tel.: 819-938-3069  
[jael.angrignon-duval@canada.ca](mailto:jael.angrignon-duval@canada.ca)

**From:** Montreuil, Myriam (EC)  
**Sent:** June 22, 2017 9:27 AM  
**To:** Angrignon-Duval, Jael (EC)  
**Subject:** Autorisation hôtel - Marie-Pascale Desrosiers - AMC420280

Salut Jael,

Ci-dessous un hôtel à approuver.

Hôtel : Intercontinental Toronto Yorkville  
Voyageur : Marie-Pascale Desrosiers  
Destination : Toronto  
Date : 17 juin 2017  
Maximum autorisé : 177\$  
Montant payé : 269\$  
Justification : Hotel chosen by Minister. Last minute booking.

Merci,

*Myriam Montreuil, CPA, CMA*

Agente financière / Financial officer  
Environnement et Changement Climatique Canada/Environment and Climate Change Canada  
200 Boulevard Sacré-Cœur, Gatineau (Québec), K1A 0H3  
819-938-9239

s.19(1)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in Winnipeg - June 2017

Nom du voyageur: Katherine Koostachin

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Winnipeg - June 2017

Date de début du déplacement: 27/06/2017

Date de fin du déplacement: 28/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC450093

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	1,637.75
(Moins) Total des dépenses non remboursables :	1,174.83
Total des dépenses remboursables :	462.92
Montant total dû voyageur :	462.92

Dépenses non remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	19/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,174.83
Manual Prepaid				<u>1,174.83</u>
Air Canada				
		Total des dépenses non remboursables (CAD)		1,174.83

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.78	19.62 <hr/> 20.40
To airport				
11) Taxi	29/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 4.21	35.09 <hr/> 39.30
From airport to home				
11) Taxi	27/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.22	5.38 <hr/> 5.60
Taxi in Winnipeg				
16) Hébergement commercial	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 9.05	226.27 <hr/> 235.32
Fairmont Hotels And Resorts				
2) Indemnités pour hébergement, repas et frais accessoires	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#T ... 6.91	138.24 <hr/> 145.15
	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 1.97	15.18 <hr/> 17.15
Total des dépenses remboursables (CAD)				462.92

Récapitulatif codes de taxes

	Montant total
TPS	
10600 - 0070 - 0000 - - 8050 - -	16.96
TVH	
10600 - 0070 - 0000 - - 8050 - -	6.18

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,614.61	1,637.75

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
12/07/2017 14:42:45	Myriam Montreuil	Autorisé(e)	
12/07/2017 14:05:54	Marlo Raynolds	Autorisé(e)	
05/07/2017 11:22:59	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur Katherine Koostachin

Date de soumission 04/07/2017

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *04/07/2017*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** *05/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** *12/07/2017*

Signature

**Nom de la personne responsable du traitement** *Myriam Montreuil*

**Date de traitement** *12/07/2017*

Signature







GST	Total Amount
10600 - 0070 - 0000 -- 8050 --	16.96
HST	Total Amount
10600 - 0070 - 0000 -- 8050 --	6.18

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 --	1,614.61	1,637.75

Approval History

Date And Time	Approver	Approval Status	Comment
05/07/2017 11:22:59	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Katherine Koostachin

Submit Date 04/07/2017

Signature 

Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

Submit Date 04/07/2017

Signature 

**Recommender Name** *Myriam Montreuil*

**Recommended Date** *05/07/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**JUL 12 2017**

**Approval Date**

Signature

A handwritten signature in black ink, appearing to be 'MR', written over a horizontal line.

**Processor Name**

\_\_\_\_\_

**Processed Date**

\_\_\_\_\_

Signature

s.19(1)

# Travel Request

Travel Request Name: Winnipeg - June 2017

**Traveller Name:** Katherine Koostachin

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M3D - Domestic - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Alternative To Travel:** Personal attendance required

**Travel Start Date:** 27/06/2017

**Travel End Date:** 28/06/2017

**Approval Status:** Approved

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC450093

**Fiscal Year:** 2017-2018

**Travel Outside Default Division:** N

**Blanket Travel Authority Applied:** No

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

Winnipeg - June 2017

## Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	512.30
	512.30

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 - -	100.00
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	250.00
Fairmont Hotels And Resorts		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	162.30
Total reimbursable expenses		512.30

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	512.30	512.30

Approval History

Date And Time	Approver	Approval Status	Comment
30/06/2017 14:33:16	Marlo Raynolds	Approved	

Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Katherine Koostachin*

**Submit Date** *30/06/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *30/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *30/06/2017*

Signature





s.16(2)  
s.19(1)

McCord TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3

Invoice No: 510230  
Invoice Date: 19 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) KOOSTACHIN/KATHERINE MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08525	27Jun17 07:40 am	27Jun17 09:20 am	OTTAWA INTL - WINNIPEG INTL
AC	08526	28Jun17 07:50 pm	28Jun17 11:11 pm	WINNIPEG INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA :	903.00	123.48	62.25	1,088.73
BSP CANADA, IATA 0089545794	82.00	4.10	0.00	86.10
Total Fares:				985.00
Total Taxes:				62.25
Total GST/HST:				127.58
Invoice Total:				1,174.83
Payment(s):				
19 Jun 17 Credit Card				1,088.73
19 Jun 17 Credit Card				86.10
Total Payments:				1,174.83
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)

s.19(1)



2 Lombard Place  
Winnipeg, MB, Canada R3B 0Y3  
T (204) 957-1350 F (204) 956-1791  
G.S.T. Registration #831943758

Govt Cda  
Katherine Koostachin  
Unknown

Room : 0516  
Folio # :  
Cashier # :  
Page # : 1 of 1

Arrival : 06-27-17  
Departure : 06-28-17

Date	Description	Additional Information	Charges	Credits
06-27-17	Room Charge		199.00	
06-27-17	Room PST		15.92	
06-27-17	Room GST		9.95	
06-27-17	Accommodation Tax		9.95	
06-27-17	Accommodation Tax - GST		0.50	
06-28-17	Visa			235.32
Total			235.32	235.32
Balance Due			0.00	

GST Summary

Room	9.95
F&B	0.00
Other	0.50
Total	10.45

Thank you for choosing Fairmont Hotels & Resorts.  
To provide feedback about your stay, please contact Drew Fisher, General Manager, at [Drew.Fisher@fairmont.com](mailto:Drew.Fisher@fairmont.com).  
We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)  
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année.)  
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.000\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont

s.16(2)

s.19(1)

Traveler Name:	Katharine			
Location:	Winnipeg			
Dates of travel:	27-28 June			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday	X	X	X	
Wednesday	X	X	X	
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

BLUE LINE TAXI  
624 433 438

TERMINAL ID: 029 003 438  
RECEIPT ID:  
VEHICLE ID:  
DRIVER ID:  
  
INSTR NUMBER: 0191  
PASSENGERS: 1  
  
DATE 2017  
START: 00:13 END: 00:14  
  
FARE AMOUNT: \$ 39.30

TOTAL : \$ 39.30

VISA SALE : \*\*\*1320  
APPROVAL NUMBER : 029091

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
WWW.BLUETAXI.COM  
TAXI1AB



Duffy's Taxi (1996) Ltd.  
1100 NOTRE DAME AVENUE  
WINNIPEG, MANITOBA, R3E 0N8  
Phone: 204-925-0101

Terminal 181/66219686  
Driver  
17/06/27 18:02:31

VISA  
Card :  
VISA CREDIT  
CHIP CARD

A0000000031010  
8080008000  
Ref # 0010013050 C  
Auth # 069721  
PURCHASE  
FARE : \$ 5.60  
TOTAL : \$ 5.60

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Customer Copy

Download our Mobile App

Book at [www.duffystaxi.com](http://www.duffystaxi.com)

UNICITY TAXI- 60  
340 HARGRAVE PL.

WINNIPEG, MB R3C 0X5  
TEL (204) 925-3131

TERM ID: 86058105 BATCH#: 221  
EMPLOYEE ID: SHIFT#: 003

Sale

INVT: 0000000002  
VISA Chip  
SEQU: 221001001002  
Application Label: VISA CREDIT  
AID: A0000000031010  
TVR: 80 80 00 80 00  
TSI: 78 00

Amount: \$ 18.40  
Tip: \$ 2.00

Total: CAD\$ 20.40

APPROVED 065131  
001/00

28-Jun-17 18:12:18

CUSTOMER COPY

Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 28/06/2017  
Amount: \$0 00 CAD  
Meals and incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                      End Date  
27/06/2017                      28/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
27/06/2017	Canada - Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/06/2017	Canada - Manitoba	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28/06/2017	Canada - Manitoba	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Manitoba	145.15	0.00	0.00
Canada	Ontario	17.15	0.00	0.00

Save      Cancel

s.19(1)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in Yellowknife - July 2017

Nom du voyageur: Katherine Koostachin

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Yellowknife - July 2017

Date de début du déplacement: 17/07/2017

Date de fin du déplacement: 21/07/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC407042

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	4,131.94
(Moins) Total des dépenses non remboursables :	2,931.49
Total des dépenses remboursables :	1,200.45
Montant total dû voyageur :	1,200.45

Dépenses non remboursables



Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	13/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		2,931.49
Manual Prepaid				<u>2,931.49</u>
Air Canada				
and First Air				
Total des dépenses non remboursables (CAD)				2,931.49

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	20/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 2.31	57.69 <u>60.00</u>
11) Taxi	19/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.50	12.50 <u>13.00</u>
11) Taxi	20/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.80	20.10 <u>20.90</u>
11) Taxi	17/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 4.90	40.84 <u>45.74</u>
11) Taxi	21/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 4.68	39.02 <u>43.70</u>
11) Taxi	19/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 1.70	42.41 <u>44.11</u>
16) Hébergement commercial	20/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 20.47	511.88 <u>532.35</u>
Other				

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Indemnités pour hébergement, repas et frais accessoires	21/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#T ... 19.35	387.00 <hr/> 406.35
	21/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 3.95	30.35 <hr/> 34.30
Total des dépenses remboursables (CAD)				1,200.45

Récapitulatif codes de taxes

	Montant total
TPS	
10600 - 0070 - 0000 - - 8050 - -	45.13
TVH	
10600 - 0070 - 0000 - - 8050 - -	13.53

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	4,073.28	4,131.94

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
16/08/2017 14:59:06	Myriam Montreuil	Autorisé(e)	
16/08/2017 14:22:31	Marlo Raynolds	Autorisé(e)	
16/08/2017 09:58:14	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** Katherine Koostachin

**Date de soumission** 14/08/2017

Signature

Soumis au nom du voyageur.

**Nom du délégué** Amanda Herault

**Date de soumission** 14/08/2017

Signature

**Nom de l'émetteur de la recommandation** Myriam Montreuil

**Date recommandée** 16/08/2017

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** Marlo Raynolds

**Date d'autorisation** 16/08/2017

Signature



**Nom de la personne  
responsable du  
traitement**      *Myriam Montreuil*

**Date de traitement**      *16/08/2017*

Signature

## Expense Report Statement

Expense Report Name: To meet with key stakeholders in Yellowknife - July 2017

**Traveller Name:** Katherine Koostachin

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

**Other Trip Purpose:**

**Travel Request Name:** *Yellowknife - July 2017*

**Travel Start Date:** 17/07/2017

Travel End Date: 21/07/2017

**ER Approval Status:** *Approval Required*

**Primary Location:**

Secondary Location:

Online TAN: AMC407042

Fiscal Year: 2017-2018

Travel Outside Default *N*

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>4,131.94</b>
-----------------------------------	-----------------

(Minus) Total non-reimbursable expenses :	2,931.49
---	----------

<b>Total reimbursable expenses :</b>	<b>1,200.45</b>
--------------------------------------	-----------------

**Total due traveller :** 1,200.45

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
5) Commercial Air	13/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -			2,931.49
Manual Prepaid					<u>2,931.49</u>
Air Canada					
and First Air					
Total non-reimbursable expenses (CAD)					2,931.49

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	20/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		CA*G ... 2.31	<u>57.69</u> 60.00
11) Taxi	19/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		CA*G ... 0.50	<u>12.50</u> 13.00
11) Taxi	20/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		CA*G ... 0.80	<u>20.10</u> 20.90
11) Taxi	17/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 4.90	<u>40.84</u> 45.74
11) Taxi	21/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 4.68	<u>39.02</u> 43.70
11) Taxi	19/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		CA*G ... 1.70	<u>42.41</u> 44.11
16) Commercial Accommodation	20/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		CA*G ... 20.47	<u>511.88</u> 532.35
Other					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	21/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -			387.00
		10600 - 0070 - 0000 - - 8050 - -		CA#G ... 19.35	<u>406.35</u>
	21/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -			30.35
		10600 - 0070 - 0000 - - 8050 - -		ON#H ... 3.95	<u>34.30</u>
Total reimbursable expenses (CAD)					1,200.45

Tax Coding Summary

	Total Amount
GST	
10600 - 0070 - 0000 - - 8050 - -	45.13
HST	
10600 - 0070 - 0000 - - 8050 - -	13.53

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	4,073.28	4,131.94

Approval History

Date And Time	Approver	Approval Status	Comment
16/08/2017 09:58:14	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Katherine Koostachin

Submit Date 14/08/2017

Signature 

Submitted on behalf of the Traveller.

**Delegate Name**            *Amanda Herault*

**Submit Date**                *14/08/2017*

Signature

**Recommender Name**       *Myriam Montreuil*

**Recommended Date**       *16/08/2017*

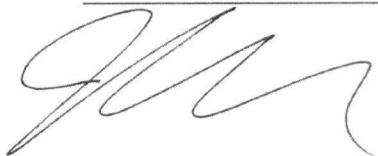
Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**            *Marlo Reynolds*

**Approval Date**            \_\_\_\_\_

Signature



**Processor Name**            \_\_\_\_\_

**Processed Date**            \_\_\_\_\_

Signature

s.19(1)

# Travel Request

Travel Request Name: Yellowknife - July 2017

**Traveller Name:** Katherine Koostachin

**TIN:**

**Prepared By:** Amanda Hérault

**Policy Module:** M3D - Domestic - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Alternative To Travel:** Personal attendance required

**Travel Start Date:** 17/07/2017

**Travel End Date:** 21/07/2017

**Approval Status:** Approved

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC407042

**Fiscal Year:** 2017-2018

**Travel Outside Default Division:** N

**Blanket Travel Authority Applied:** No

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

Yellowknife - July 2017

## Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	1,337.75
	1,337.75

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 - -	250.00
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	550.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	537.75
Total reimbursable expenses		1,337.75

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,337.75	1,337.75

Approval History

Date And Time	Approver	Approval Status	Comment
14/08/2017 14:09:02	Marlo Raynolds	Approved	

Itinerary Details



**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Katherine Koostachin*

**Submit Date** *14/08/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *14/08/2017*

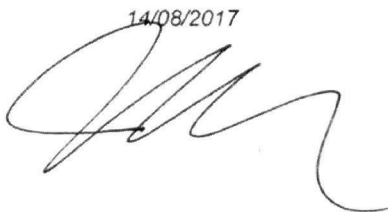
Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**Approval Date** *14/08/2017*

Signature



McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 512819  
Invoice Date: 13 Jul 2017  
Client No:  
Agent: |  
PNR: ;

Passenger(s) KOOSTACHIN/KATHERINE MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00349	17Jul17 06:30 am	17Jul17 08:51 am	OTTAWA INTL - CALGARY INTL
AC	08221	17Jul17 10:50 am	17Jul17 01:18 pm	CALGARY INTL - YELLOWKNIFE
AC	08222	21Jul17 01:50 pm	21Jul17 04:16 pm	YELLOWKNIFE - CALGARY INTL
AC	00352	21Jul17 07:10 pm	22Jul17 12:57 am	CALGARY INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9568110261 for KOOSTACHIN/KATHERINE MS	1,174.00	158.46	57.25	1,389.71
BSP CANADA, IATA 0089573300	82.00	4.10	0.00	86.10
Total Fares:				1,256.00
Total Taxes:				57.25
Total GST/HST:				162.56
Invoice Total:				1,475.81
Payment(s):				
13 Jul 17 Credit Card				1,389.71
13 Jul 17 Credit Card				86.10
Total Payments:				1,475.81
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 512819  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

AIR CANADA REFERENCE...  
---  
VALID GOVERNMENT PHOTO ID REQUIRED  
---  
ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE  
---  
RECOMMENDED CHECK-IN: 90 MIN  
CHECK-IN AND BAGGAGE DEADLINE:45 MIN / 20 MIN AT TORONTO CITY AIRPORT  
BOARDING GATE DEADLINE: 15 MIN  
---  
BAGGAGE: FIRST BAG FREE / SECOND BAG \$35 PLUS TAX  
MAX 50 LBS. AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY  
AEROPLAN TOP TIER: EXTRA BAGGAGE BENEFITS MAY APPLY  
---  
CHECKED BAGGAGE CALCULATOR  
AIRCANADA.COM/EN/TRAVELINFO/AIRPORT/BAGGAGE/CHECKED.HTML  
---  
2 COMPLIMENTARY CARRY-ON BAGS PERMITTED  
1 STANDARD - NOT EXCEEDING 9 X 15.5 X 21.5 INCHES  
1 PERSONAL - NOT EXCEEDING 16 X 33 X 17 INCHES  
MUST BE ABLE TO LIFT INTO OVERHEAD BIN UNASSISTED  
---  
AIR CANADA FLEX FARE  
NON REFUNDABLE  
CREDIT VALID FOR 1 YEAR FROM BOOKING DATE  
IF CANCELLED BEFORE CHECK-IN CLOSES  
---  
FULLY REFUNDABLE WITHIN 24HRS OF BOOKING  
---  
NAME CHANGE FEE: \$60 PLUS TAX  
---  
NO-SHOWS FORFEIT FULL VALUE OF TICKET AND  
RESULTS IN CANCELLATION OF REMAINING FLIGHTS  
---  
CHANGES: \$75 FEE PER DIRECTION PLUS TAX  
DIFFERENCE IN FARE MAY APPLY  
SUBJECT TO AVAILABILITY  
---  
PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION  
---  
PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 512819  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

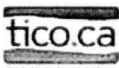
Invoice No: 513442  
Invoice Date: 19 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08224	20Jul17 07:55 pm	20Jul17 10:21 pm	YELLOWKNIFE - CALGARY INTL
AC	00354	20Jul17 11:55 pm	21Jul17 05:42 am	CALGARY INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9568150536 for KOOSTACHIN/KATHERINE MS	61.00	17.68	0.00	78.68
Total Fares:				61.00
Total Taxes:				0.00
Total GST/HST:				17.68
Penalties:				75.00
Invoice Total:				153.68
Payment(s):				
19 Jul 17 Credit Card				153.68
Total Payments:				153.68
Balance Due (CAD):				0.00

AIR CANADA REFERENCE..  
ISSD IN EXCH 0149568110261 ACCT VOLUNTRY CHG TO ORG  
BKED FLT DATE / TIME / ROUTING. ORG BKED TO RETURN  
21JUL17 YELLOWKNIFE-CALGARY-OTTAWA VIA  
SERVICES OF AC8222W / AC0352W. NOW CHGD TO ABOVE  
FLT DATE / TIME / ROUTING. ACCT OF CHANGE INVOICE  
REFLECTS FARE AD COLL C\$61.00 PLUS TAXES  
IN ADDITION TO CHANGE FEE C\$75.00 PLUS TAXES  
REFR TO ORG INV.512819 FOR ALL ORG TERMS/CONDITIONS  
REMINDER.....VALID GOVT ISSD PHOTO ID REQD  
INSURANCE DECLINED AT TIME OF BOOKING UNLESS OTHERWISE STATED ABOVE



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 513442  
Invoice Date: 19 Jul 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

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Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

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130 ALBERT ST. SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 513338  
Invoice Date: 18 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
7F	00120	20Jul17 07:00 am	20Jul17 07:41 am	YELLOWKNIFE - HAY RIVER
7F	00125	20Jul17 06:05 pm	20Jul17 06:42 pm	HAY RIVER - YELLOWKNIFE

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9568150500 for KOOSTACHIN/KATHERINE MS	1,016.00	51.30	10.00	1,077.30
BSP CANADA, IATA 0089574812	82.00	4.10	0.00	86.10
Total Fares:				1,098.00
Total Taxes:				10.00
Total GST/HST:				55.40
Invoice Total:				1,163.40
Payment(s):				
18 Jul 17 Credit Card				1,077.30
18 Jul 17 Credit Card				86.10
Total Payments:				1,163.40
Balance Due (CAD):				0.00

FIRST AIR CONFIRMATION:  
NON REFUNDABLE  
CHANGES PERMITTED-SUBJECT TO \$75.00 FEE  
FARE DIFFERENCE MAY ALSO APPLY  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUED PHOTO ID REQUIRED FOR TRAVEL  
INSURANCE OFFERED/DECLINED



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 513338  
Invoice Date: 18 Jul 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

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If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 512830  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
ZZ	00223	19Jul17 06:00 pm	19Jul17 07:20 pm	YELLOWKNIFE - FT. SIMPSON
ZZ	00222	21Jul17 08:00 am	21Jul17 09:20 am	FT. SIMPSON - YELLOWKNIFE

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR TINDI	923.80	46.20	10.00	980.00
AIR TINDI	-923.80	-43.70	-10.00	-977.50
BSP CANADA, IATA 0089573301	82.00	4.10	0.00	86.10
Total Fares:				82.00
Total Taxes:				0.00
Total GST/HST:				6.60
Penalties:				50.00
Invoice Total:				138.60
Payment(s):				
13 Jul 17				980.00
13 Jul 17				86.10
19 Jul 17				-927.50
Total Payments:				138.60
Balance Due (CAD):				0.00

AIR TINDI REFERENCE.....  
IN CASE OF CANCELLATION OUTSIDE 24HRS OF DEPARTURE-  
AIR TICKET AND SERVICE FEE/TRIP CANCELLED AND REFUNDED LESS AIRLINE PENALTY

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.19(1)



Invoice

5303 - 52 Street,  
Yellowknife, Northwest Territories, X1A 1V1  
Tel: (867) 873-8700 Fax: (867) 873-8708

Ms Katherine Koostachin

UNITED STATES

Receipt

Invoice date 7/20/2017  
Our reference  
GST Number 10343 8925RT

Guest	Ms Katherine Koostachin	Arrival	7/17/2017	Departure	7/20/2017	Room	0706
Date	Description	Quantity	Unit Price	Total (CDN)			
7/17/2017	Room Charge	1	169.00	169.00			
7/17/2017	GST Taxes	1	8.45	8.45			
7/18/2017	Room Charge	1	169.00	169.00			
7/18/2017	GST Taxes	1	8.45	8.45			
7/19/2017	Room Charge	1	169.00	169.00			
7/19/2017	GST Taxes	1	8.45	8.45			
			Total invoice		532.35		
7/20/2017	Visa					-532.35	
			Total Paid		-532.35		
			Total Due		0.00		

Total GST 25.35

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X \_\_\_\_\_

Please remit all payments to The Coast Fraser Tower, 5303-52 Street, Yellowknife, NWT Canada X1A 1V1  
If you need assistance, please contact our office at 867-873-8700 or (FAX) 867-873-8708.  
Please submit payments within 30 days to avoid interest charges of 1.5% applied to account.

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144

s.16(2)  
s.19(1)

Traveler Name:	Katherine			
Location:	Yellowknife / Hay River			
Dates of travel:	July 17-21			
Meals and incidentals:	B	L	D	Incidentals
Monday	X	X	X	
Tuesday	X	X	X	
Wednesday	X	X	X	
Thursday	X	X	X	
Friday	X	X		
Saturday				
Sunday				
Hotel receipt(s)	✓			
Taxi receipts	✓			
Miscellaneous receipts				
Traveler signature	[Signature]			

Please do not include meals that were provided during this trip.

DISPATCH  
873-4444

**City Cab (1993) Ltd.**  
Check out our website: [ykcitycab.com](http://ykcitycab.com)

CAR # \_\_\_\_\_

Date: July 19 Amount \$ 13.00  
GST Included



Driver: \_\_\_\_\_

Date: July 20/17 Amount \$ 60.00

\*DUPLICATE\*

THORNTONS ON 51ST  
5125 52ND AVE  
YELLOWKNIFE NT

\*DUPLICATE\*

CARD  
CARD TYPE VISA  
DATE 2017/07/19  
TIME 22:15 19:35:00  
CLERK ID 01  
RECEIPT NUMBER  
C85025940-001-001-947-

PURCHASE  
AMOUNT \$39.36  
TIP \$4.75  
TOTAL

**\$44.11**

VISA CREDIT  
A0000000031010  
5A28FCFB29449754  
8080008000-6800  
BA49501925BBADF4  
8080008000-7800

**APPROVED**  
AUTH# 035071 01-01  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*DUPLICATE\*

s.16(2)

s.19(1)

CITY CAB (1993) LTD  
403 RANGE LAKE RD  
BOX 686  
YELLOWKNIFE, NT  
X1A 2N5  
(867) 920-4444  
CAR# 027

SALE

ID: 7533686  
ID: AC533686 REF#: 00000003  
atch # 095 SEQ 095001001003  
7/20/17 05:52:06  
PPR CODE: 044021

AMOUNT \$16.90  
TIP \$4.00  
TOTAL \$20.90

00 - APPROVED - 001

ISA CREDIT  
ID: A0000000031010  
VR: 80 80 00 80 00  
St: 78 00

Thank You

BLUE LINE TAXI  
(613) 238 1111

TERMINAL ID: 329-301-974  
MERCHANT ID: 4325555A  
VEHICLE ID :  
DRIVER ID :

TRIP NUMBER: 4671  
PASSENGERS: 1

07/17/2017  
START: 05:38 END: 05:31

FARE AMOUNT: \$ 39.77

TIP AMOUNT: \$ 5.97

TOTAL : \$ 45.74

VISA SALE :

APPROVAL NUMBER : 030131

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB



BLUE LINE TAXI  
(613) 238 1111

TERMINAL ID: 329 355-396  
MERCHANT ID: 4325555A  
VEHICLE ID :  
DRIVER ID :

TRIP NUMBER: 4921  
PASSENGERS: 1

07/21/2017  
START: 05:47 END: 05:48

FARE AMOUNT: \$ 38.00

TIP AMOUNT: \$ 5.70

TOTAL : \$ 43.70

VISA SALE :

APPROVAL NUMBER : 021471

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB





Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 21/07/2017  
Amount: \$0.00 CAD  
Meals and incidentals

Expenses      Coding      Approval      Summary

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date      End Date  
17/07/2017      21/07/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priv Acc
17/07/2017	Canada - Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17/07/2017	Canada - Northwest Territories	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/07/2017	Canada - Northwest Territories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19/07/2017	Canada - Northwest Territories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20/07/2017	Canada - Northwest Territories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21/07/2017	Canada - Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Northwest Territories	406.35	0.00	0.00
Canada	Ontario	34.30	0.00	0.00

s.19(1)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Winnipeg and to attend the AFN in Regina - July 2017

Nom du voyageur: Katherine Koostachin

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Winnipeg-Regina - July 2017

Date de début du déplacement: 23/07/2017

Date de fin du déplacement: 27/07/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC428282

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	2,521.62
(Moins) Total des dépenses non remboursables :	1,388.44
Total des dépenses remboursables :	1,133.18
Montant total dû voyageur :	1,133.18

Dépenses non remboursables



Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	13/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,388.44
Manual Prepaid				<u>1,388.44</u>
Air Canada				
Total des dépenses non remboursables (CAD)				1,388.44

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	26/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.50	12.43 <u>12.93</u>
11) Taxi	25/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.44	11.06 <u>11.50</u>
11) Taxi	25/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.44	11.06 <u>11.50</u>
11) Taxi	23/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 4.64	38.70 <u>43.34</u>
11) Taxi	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 4.78	39.85 <u>44.63</u>
11) Taxi	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.59	14.65 <u>15.24</u>
16) Hébergement commercial	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 13.10	327.60 <u>340.70</u>
Doubletree Hotels				

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial  Delta Hotels And Resorts	25/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 12.64	316.10
				328.74
2) Indemnités pour hébergement, repas et frais accessoires	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#T ... 7.73	154.57
				162.30
	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#T ... 6.87	137.38
				144.25
	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 2.08	15.97
Total des dépenses remboursables (CAD)				1,133.18

Récapitulatif codes de taxes

	Montant total
TPS	
10600 - 0070 - 0000 - - 8050 - -	42.31
TVH	
10600 - 0070 - 0000 - - 8050 - -	11.50

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	2,467.81	2,521.62

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
16/08/2017 15:04:26	Myriam Montreuil	Autorisé(e)	
16/08/2017 14:22:38	Marlo Raynolds	Autorisé(e)	
16/08/2017 11:37:16	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur Katherine Koostachin

Date de soumission 14/08/2017

Signature

Soumis au nom du voyageur.

Nom du délégué Amanda Herault

Date de soumission 14/08/2017

Signature

Nom de l'émetteur de la recommandation Myriam Montreuil

Date recommandée 16/08/2017

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**      *Marlo Raynolds*

**Date d'autorisation**      *16/08/2017*

Signature

**Nom de la personne responsable du traitement**      *Myriam Montreuil*

**Date de traitement**      *16/08/2017*

Signature

s.19(1)

Expense Report Statement

Expense Report Name: To accompany the Minister in Winnipeg and to attend the AFN in Regina - July 2017

Traveller Name: Katherine Koostachin

TIN:

Prepared By: Amanda Herault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Winnipeg-Regina - July 2017

Travel Start Date: 23/07/2017

Travel End Date: 27/07/2017

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC428282

Fiscal Year: 2017-2018

Travel Outside Default N

Division:

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	2,521.62
(Minus) Total non-reimbursable expenses :	1,388.44
Total reimbursable expenses :	1,133.18
Total due traveller :	1,133.18

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	13/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,388.44
Manual Prepaid				<u>1,388.44</u>
Air Canada				
Total non-reimbursable expenses (CAD)				1,388.44

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	26/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 0.50	<u>12.43</u> 12.93
11) Taxi	25/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 0.44	<u>11.06</u> 11.50
11) Taxi	25/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 0.44	<u>11.06</u> 11.50
11) Taxi	23/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 4.64	<u>38.70</u> 43.34
11) Taxi	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 4.78	<u>39.85</u> 44.63
11) Taxi	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 0.59	<u>14.65</u> 15.24
16) Commercial Accommodation	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 13.10	<u>327.60</u> 340.70
Doubletree Hotels				

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	25/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		CA*G ... 12.64	316.10 <hr/> 328.74
Delta Hotels And Resorts					
2) Allowance: Meals, Incidentals & Private Accommodation	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		CA#G ... 7.73	154.57 <hr/> 162.30
	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		CA#G ... 6.87	137.38 <hr/> 144.25
	27/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON#H ... 2.08	15.97 <hr/> 18.05
Total reimbursable expenses (CAD)					1,133.18

Tax Coding Summary

	Total Amount
GST	
10600 - 0070 - 0000 - - 8050 - -	42.31
HST	
10600 - 0070 - 0000 - - 8050 - -	11.50

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	2,467.81	2,521.62

Approval History

Date And Time	Approver	Approval Status	Comment
16/08/2017 11:37:16	Myriam Montreuil	Approved	

Signatures



I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Katherine Koostachin*

**Submit Date** *14/08/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *14/08/2017*

Signature

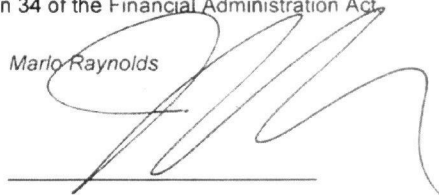
**Recommender Name** *Myriam Montreuil*

**Recommended Date** *16/08/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Mario Raynolds*



**Approval Date**

Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

s.19(1)

Travel Request

Travel Request Name: Winnipeg-Regina - July 2017

Traveller Name: Katherine Koostachin

TIN:

Prepared By: Amanda Hérault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 23/07/2017

Travel End Date: 27/07/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC428282

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments: Winnipeg-Regina - July 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	1,255.75
	1,255.75

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 - -	150.00
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	700.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	405.75
Total reimbursable expenses		1,255.75

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,255.75	1,255.75

Approval History

Date And Time	Approver	Approval Status	Comment
14/08/2017 14:39:16	Marlo Raynolds	Approved	

Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy..

**Traveller Name** *Katherine Koostachin*

**Submit Date** *14/08/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *14/08/2017*


Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *14/08/2017*

Signature



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 512793  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08527	23Jul17 05:05 pm	23Jul17 06:45 pm	OTTAWA INTL - WINNIPEG INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA	359.00	50.59	30.12	439.71
BSP CANADA, IATA 0089573280	41.00	2.05	0.00	43.05
Total Fares:				400.00
Total Taxes:				30.12
Total GST/HST:				52.64
Invoice Total:				482.76
Payment(s):				
13 Jul 17 Credit Card				439.71
13 Jul 17 Credit Card				43.05
Total Payments:				482.76
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.

s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 512797  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08345	25Jul17 08:55 am	25Jul17 09:25 am	WINNIPEG INTL - REGINA MUNICIPAL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA	190.00	11.11	32.12	233.23
BSP CANADA, IATA 0089573284	41.00	2.05	0.00	43.05
Total Fares:				231.00
Total Taxes:				32.12
Total GST/HST:				13.16
Invoice Total:				276.28
Payment(s):				
13 Jul 17 Credit Card				233.23
13 Jul 17 Credit Card				43.05
Total Payments:				276.28
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST. SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3

Invoice No: 514060  
Invoice Date: 25 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) KOOSTACHIN/KATHERINE MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01112	27Jul17 06:30 am	27Jul17 11:22 am	REGINA MUNICIPAL - TORONTO PEARSON
AC	00450	27Jul17 12:10 pm	27Jul17 01:11 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9568185891 for KOOSTACHIN/KATHERINE MS	30.00	5.25	0.00	35.25
Total Fares:				30.00
Total Taxes:				0.00
Total GST/HST:				5.25
Penalties:				75.00
Invoice Total:				110.25
Payment(s):				
25 Jul 17 Credit Card				110.25
Total Payments:				110.25
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3

Invoice No: 514060  
Invoice Date: 25 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) KOOSTACHIN/KATHERINE MS

AIR CANADA REFERENCE....

VALID GOVERNMENT PHOTO ID REQUIRED

ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE

RECOMMENDED CHECK-IN: 90 MIN  
CHECK-IN AND BAGGAGE DEADLINE:45 MIN / 20 MIN AT TORONTO CITY AIRPORT  
BOARDING GATE DEADLINE: 15 MIN

BAGGAGE: FIRST BAG FREE / SECOND BAG \$35 PLUS TAX  
MAX 50 LBS. AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY  
AEROPLAN TOP TIER: EXTRA BAGGAGE BENEFITS MAY APPLY

CHECKED BAGGAGE CALCULATOR  
AIRCANADA.COM/EN/TRAVELINFO/AIRPORT/BAGGAGE/CHECKED.HTML

2 COMPLIMENTARY CARRY-ON BAGS PERMITTED  
1 STANDARD - NOT EXCEEDING 9 X 15.5 X 21.5 INCHES  
1 PERSONAL - NOT EXCEEDING 16 X 33 X 17 INCHES  
MUST BE ABLE TO LIFT INTO OVERHEAD BIN UNASSISTED

AIR CANADA FLEX FARE  
NON REFUNDABLE  
CREDIT VALID FOR 1 YEAR FROM BOOKING DATE  
IF CANCELLED BEFORE CHECK-IN CLOSES

FULLY REFUNDABLE WITHIN 24HRS OF BOOKING

NAME CHANGE FEE: \$60 PLUS TAX

NO-SHOWS FORFEIT FULL VALUE OF TICKET AND  
RESULTS IN CANCELLATION OF REMAINING FLIGHTS

CHANGES: \$75 FEE PER DIRECTION PLUS TAX  
DIFFERENCE IN FARE MAY APPLY  
SUBJECT TO AVAILABILITY

PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION

PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT  
TICKET EXCH/CHNG TO DATE  
PREV INV 513590



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)

s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3.  
**Passenger(s)** KOOSTACHIN/KATHERINE MS

Invoice No: 514060  
Invoice Date: 25 Jul 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3

Invoice No: 513590  
Invoice Date: 20 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) KOOSTACHIN/KATHERINE MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01118	26Jul17 05:55 pm	26Jul17 10:47 pm	REGINA MUNICIPAL - TORONTO PEARSON
AC	00472	27Jul17 12:30 am	27Jul17 01:31 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9568150608 for KOOSTACHIN/KATHERINE MS	422.00	22.98	31.12	476.10
BSP CANADA, IATA 0089577741	41.00	2.05	0.00	43.05
Total Fares:				463.00
Total Taxes:				31.12
Total GST/HST:				25.03
Invoice Total:				519.15
Payment(s):				
20 Jul 17 Credit Card				476.10
20 Jul 17 Credit Card				43.05
Total Payments:				519.15
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3  
Passenger(s) KOOSTACHIN/KATHERINE MS

Invoice No: 513590  
Invoice Date: 20 Jul 2017  
Client No:  
Agent:  
PNR:

AIR CANADA REFERENCE....  
---  
VALID GOVERNMENT PHOTO ID REQUIRED  
---  
ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE  
---  
RECOMMENDED CHECK-IN: 90 MIN  
CHECK-IN AND BAGGAGE DEADLINE:45 MIN / 20 MIN AT TORONTO CITY AIRPORT  
BOARDING GATE DEADLINE: 15 MIN  
---  
BAGGAGE: FIRST BAG FREE / SECOND BAG \$35 PLUS TAX  
MAX 50 LBS. AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY  
AEROPLAN TOP TIER: EXTRA BAGGAGE BENEFITS MAY APPLY  
---  
CHECKED BAGGAGE CALCULATOR  
AIRCANADA.COM/EN/TRAVELINFO/AIRPORT/BAGGAGE/CHECKED.HTML  
---  
2 COMPLIMENTARY CARRY-ON BAGS PERMITTED  
1 STANDARD - NOT EXCEEDING 9 X 15.5 X 21.5 INCHES  
1 PERSONAL - NOT EXCEEDING 16 X 33 X 17 INCHES  
MUST BE ABLE TO LIFT INTO OVERHEAD BIN UNASSISTED  
---  
AIR CANADA FLEX FARE  
NON REFUNDABLE  
CREDIT VALID FOR 1 YEAR FROM BOOKING DATE  
IF CANCELLED BEFORE CHECK-IN CLOSES  
---  
FULLY REFUNDABLE WITHIN 24HRS OF BOOKING  
---  
NAME CHANGE FEE: \$60 PLUS TAX  
---  
NO-SHOWS FORFEIT FULL VALUE OF TICKET AND  
RESULTS IN CANCELLATION OF REMAINING FLIGHTS  
---  
CHANGES: \$75 FEE PER DIRECTION PLUS TAX  
DIFFERENCE IN FARE MAY APPLY  
SUBJECT TO AVAILABILITY  
---  
PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION  
---  
PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)

s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3  
**Passenger(s)** KOOSTACHIN/KATHERINE MS

Invoice No: 513590  
Invoice Date: 20 Jul 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





s.16(2)  
s.19(1)

Traveler Name:	Katherine			
Location:	WINNIPEG REGINA			
Dates of travel:	July 23-27			
Meals and incidentals:	B	L	D	Incidentals
Monday	X	X	X	
Tuesday	X	X	X	
Wednesday	X	X	X	
Thursday	X	X		
Friday				
Saturday				
Sunday		X	X	
Hotel receipt(s)	✓			
Taxi receipts	✓			
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

BLUE LINE TAXI  
(613) 238 - 1111

TERMINAL ID: 324-304-009  
MERCHANT ID: 4325739A  
VEHICLE ID :  
DRIVER ID :

TRIP NUMBER: 4792  
PASSENGERS: 1

07/23/2017  
START: 15:20 END: 15:20

FARE AMOUNT: \$ 37.69

TIP AMOUNT: \$ 5.65

TOTAL : \$ 43.34

VISA SALE :

APPROVAL NUMBER : 003921

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB



1654 HANCOCK STREET  
REGINA, SK S4T 1Z2

Merchant ID: 000000003233420  
Term ID: 07642601  
25870930013

Purchase

VISA CREDIT

AID: A0000000031010

Entry Method: Chip

Batch#: 000101

07/27/17

05:08:48

Ref#: 000074460979

Inv #: 001399 Appr Code: 085221

Amount: \$ 13.25

Tip: \$ 1.99

Total: \$ 15.24



s.16(2)

s.19(1)

REGINA CABS  
3405 SASKATCHEWAN DR  
REGINA SK

CARD  
CARD TYPE VISA  
DATE 2017/07/26  
TIME 0177 17:22:39  
RECEIPT NUMBER  
C85048916-001-035-016-0

PURCHASE  
AMOUNT \$11.75  
TIP \$1.18  
TOTAL  
\$12.93

VISA CREDIT  
A0000000031010  
FB8EFC1558F1E3BA  
8080008000-6800  
2B88F76A3F82CDC0  
8080008000-7800

APPROVED  
AUTH# 062631 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

CAR 62

INQUIRY@TAXITAB.COM  
TAXITAB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

BLUE LINE TAXI  
(613) 238-1111

TERMINAL ID: 314-651-932  
MERCHANT ID: 4325086A  
VEHICLE ID:  
DRIVER ID:

TRIP NUMBER 0871  
PASSENGERS: 1

07/27/2017  
START: 13:35 END: 13:36

FARE AMOUNT: \$ 38.81

TIP AMOUNT: \$ 5.82

TOTAL : \$ 44.63

VISA SALE:

APPROVAL NUMBER: 062141

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB



CO-OP TAXI  
1654 ANGUS STREET  
REGINA SK S4T 1Z2

Merchant ID: 000000003233420  
Term ID: 07642627  
25670930013

Purchase

VISA CREDIT

AID: A0000000031010

Entry Method: Chip

Batch#: 000097

07/25/17 11:35:38

Ref#: 000054535824

Inv #: 006478 Appr Code: 084601

Amount: \$ 10.00

Tip: \$ 1.50

Total: \$ 11.50

Customer Copy

CO-OP TAXI  
1654 ANGUS STREET  
REGINA, SK S4T 1Z2  
Merchant ID: 000000003233420  
Term ID: 07642627  
25670930013

Purchase

VISA CREDIT

AID: A0000000031010

Entry Method: Chip

Batch#: 000097  
18:57:26

07/25/17

Ref#: 000074120573

Inv #: 006671 Appr Code: 014471

Amount: \$ 10.00

Tip: \$ 1.50

Total: \$ 11.50

Customer Copy

s.16(2)

s.19(1)



350 St. Mary Avenue, Winnipeg, Manitoba, R3C 3J2  
Tel: 204-942-0551 Fax: 204-943-8702

Katherine Koostachin

Room: 1623  
Folio:  
Cashier:  
Arrival: 07-23-17  
Departure: 07-25-17  
Reference:

Date	Description	Additional Information	Charges	Credits
07-23-17	Room Charge		139.00	
07-23-17	Accommodation Tax		6.95	
07-23-17	Rooms - Federal Tax - GST		7.30	
07-23-17	Rooms - Provincial Tax - PST		11.12	
07-24-17	Room Charge		139.00	
07-24-17	Accommodation Tax		6.95	
07-24-17	Rooms - Federal Tax - GST		7.30	
07-24-17	Rooms - Provincial Tax - PST		11.12	
07-25-17	Visa			328.74
GST Summary			Total 328.74 328.74	
Registration No: 846543619			Balance Due 0.00 CDN	
Room	14.60	Room	22.24	
F&B	0.00	F&B	0.00	
Other	0.00	Other	0.00	
Total	14.60	Total	22.24	

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

s.19(1)



GST# 74188 9299 RT0001

1975 Broad Street • Regina, SK S4P 1Y2  
Phone (306) 525-6767 • Fax (306) 352-1858  
For reservations across the nation  
www.doubletree.com or 1-800-222-TREE

Name & Address

KOOSTACHIN, KATHERINE  
200 SACRE'COUER  
GLOUCESTER ON K1A0H3  
CANADA

Room 704/NKRQA  
Arrival Date 7/25/2017 10:08:00 AM  
Departure Date 7/27/2017  
Adult/Child 1/0  
Room Rate 149.00  
Rate Plan: GV5  
HH #  
AL:  
Car:

Confirmation Number: 86198966

Hilton

7/27/2017

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
7/25/2017	GUEST ROOM	DEKU	814486	\$149.00		
7/25/2017	GST	DEKU	814486	\$7.45		
7/25/2017	PST	DEKU	814486	\$8.94		
7/25/2017	RM DMF	DEKU	814486	\$4.47		
7/25/2017	RM GST	DEKU	814486	\$0.22		
7/25/2017	RM PST	DEKU	814486	\$0.27		
7/26/2017	GUEST ROOM	DEKU	815166	\$149.00		
7/26/2017	GST	DEKU	815166	\$7.45		
7/26/2017	PST	DEKU	815166	\$8.94		
7/26/2017	RM DMF	DEKU	815166	\$4.47		
7/26/2017	RM GST	DEKU	815166	\$0.22		
7/26/2017	RM PST	DEKU	815166	\$0.27		
	**BALANCE**					\$340.70
Total Invoice Amount		\$298.00	\$42.70			

ACCOUNT NO	DATE OF CHARGE	FOLIO NO /CHECK NO	
CARD MEMBER NAME	AUTHORIZATION	INITIAL	
ESTABLISHMENT NO. & LOCATION	PURCHASES & SERVICES		
	TAXES		
	TIPS & MISC		
CARD MEMBER'S SIGNATURE	TOTAL AMOUNT		

X

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND

PAYMENT DUE UPON RECEIPT



Out of Pocket Expenses: Details

[View Linked Transactions](#)  
Out of Pocket Expenses - Copy

Out of Pocket Expense: 27/07/2017  
Amount: \$0.00 CAD  
Meals and incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                      End Date  
23/07/2017                      27/07/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
23/07/2017	Canada - Manitoba	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24/07/2017	Canada - Manitoba	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2017	Canada - Manitoba	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2017	Canada - Saskatchewan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26/07/2017	Canada - Saskatchewan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/07/2017	Canada - Saskatchewan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/07/2017	Canada - Ontario	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Manitoba	144.25	0.00	0.00
Canada	Saskatchewan	162.30	0.00	0.00
Canada	Ontario	18.05	0.00	0.00

s.19(1)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Niagara-Toronto - June 2017

Nom du voyageur: Jocelyn Lubczuk

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Mandat principal - Autre

Autre objet du voyage: Annonce

Nom de la demande de voyage: Niagara-Toronto - June 2017

Date de début du déplacement: 04/06/2017

Date de fin du déplacement: 05/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC456777

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	705.42
(Moins) Total des dépenses non remboursables :	344.05
Total des dépenses remboursables :	361.37
Montant total dû voyageur :	361.37
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	02/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -		344.05
Manual Prepaid				<hr/> 344.05
Porter Airlines				
Total des dépenses non remboursables (CAD)				344.05

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	05/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	ON*TVH 33.17	276.45
		10600 - 0070 - 0000 - - 8050 - -		<hr/> 309.62
Other				
2) Indemnités pour hébergement, repas et frais accessoires	05/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	ON#T ... 3.98	30.62
		10600 - 0070 - 0000 - - 8050 - -		<hr/> 34.60
	05/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	ON#T ... 1.97	15.18
		10600 - 0070 - 0000 - - 8050 - -		<hr/> 17.15
Total des dépenses remboursables (CAD)				361.37

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	39.12

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	666.30	705.42

Historique d'autorisation



Date et heure	Approbateur	État d'autorisation	Commentaire
16/06/2017 09:24:49	Myriam Montreuil	Autorisé(e)	
16/06/2017 09:21:15	Marlo Raynolds	Autorisé(e)	
14/06/2017 13:14:32	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur                    *Jocelyn Lubczuk*

Date de soumission                *13/06/2017*

Signature

Soumis au nom du voyageur.

Nom du délégué                    *Amanda Herault*

Date de soumission                *13/06/2017*

Signature

Nom de l'émetteur de la recommandation                    *Myriam Montreuil*

Date recommandée                *14/06/2017*

Signature



Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**      *Marlo Raynolds*

**Date d'autorisation**      *16/06/2017*

Signature

**Nom de la personne  
responsable du  
traitement**      *Myriam Montreuil*

**Date de traitement**      *16/06/2017*

Signature

s.19(1)

Expense Report Statement

Expense Report Name: To accompany the Minister in Niagara-Toronto - June 2017

Traveller Name: Jocelyn Lubczuk  
TIN:  
Prepared By: Amanda Herault  
Policy Module: M3D - Domestic - Overnight Stay  
Trip Purpose: Core Mandate - Other  
Other Trip Purpose: Annoucement  
Travel Request Name: Niagara-Toronto - June 2017  
Travel Start Date: 04/06/2017  
Travel End Date: 05/06/2017  
ER Approval Status: Approval Required  
Primary Location:  
Secondary Location:  
  
Online TAN: AMC456777  
Fiscal Year: 2017-2018  
Travel Outside Default N  
Division:  
Vendor Code:  
Event:  
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	705.42
(Minus) Total non-reimbursable expenses :	344.05
Total reimbursable expenses :	361.37
Total due traveller :	361.37

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	02/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -		344.05
Manual Prepaid				344.05
Porter Airlines				

Expense Type	Date	Foreign Amount	Tax Amount	Amount
Total non-reimbursable expenses (CAD)				344.05

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	05/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	ON*HST 33.17	276.45
		10600 - 0070 - 0000 - - 8050 - -		309.62
		Other		
2) Allowance: Meals, Incidentals & Private Accommodation	05/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	ON#H... 3.98	30.62
		10600 - 0070 - 0000 - - 8050 - -		34.60
	05/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	ON#H... 1.97	15.18
		10600 - 0070 - 0000 - - 8050 - -		17.15
Total reimbursable expenses (CAD)				361.37

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	39.12

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	666.30	705.42

Approval History

Date And Time	Approver	Approval Status	Comment
14/06/2017 13:14:32	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name**                      *Jocelyn Lubczuk*

**Submit Date**                      13/06/2017

Signature



Submitted on behalf of the Traveller.

**Delegate Name**                      *Amanda Herault*

**Submit Date**                      13/06/2017

Signature



**Recommender Name**              *Myriam Montreuil*

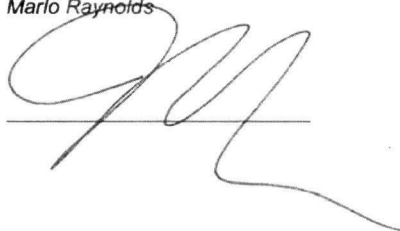
**Recommended Date**              14/06/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**                      *Marlo Raynolds*

**Approval Date**



**1-6 JUIN 2017**

Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

s.19(1)

# Travel Request

Travel Request Name: Niagara-Toronto - June 2017

**Traveller Name:** *Jocelyn Lubczuk*  
**TIN:** .  
**Prepared By:** *Amanda Herault*  
**Policy Module:** *M3D - Domestic - Overnight Stay*  
**Trip Purpose:** *Core Mandate - Other*  
**Other Trip Purpose:** *Annoucement*  
**Alternative To Travel:** *Personal attendance required*  
**Travel Start Date:** *04/06/2017*  
**Travel End Date:** *05/06/2017*  
**Approval Status:** *Approved*  
**Primary Location:**  
**Secondary Location:**

**Online TAN:** *AMC456777*  
**Fiscal Year:** *2017-2018*  
**Travel Outside Default Division:** *N*  
**Blanket Travel Authority Applied:** *No*

**Vendor Code:**  
**Custom Field 1:**  
**Custom Field 2:**  
**Custom Field 3:**  
**Custom Field 4:**  
**Custom Field 5:**

**Event:**  
**Comments:**  
*Niagara-Toronto - June 2017*

## Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	401.75
	<b>401.75</b>

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	350.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	51.75
Total reimbursable expenses		401.75

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	401.75	401.75

Approval History

Date And Time	Approver	Approval Status	Comment
13/06/2017 09:42:01	Marlo Raynolds	Approved	

Itinerary Details

PNR:	
Trip Status:	<i>Quoted</i>



**Traveller Type:** Minister's Exempt Staff  
**Primary Trip Purpose:** Core Mandate - Other

Total Itinerary Cost (CAD) 0.00

**Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** Jocelyn Lubczuk

**Submit Date** 13/06/2017



Signature

Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 13/06/2017



Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** 13/06/2017



Signature

s.16(2)  
s.19(1)

McCord TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 508100  
Invoice Date: 2 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00234	04Jun17 03:30 pm	04Jun17 04:30 pm	OTTAWA INTL - TORONTO BILLY BISHOP ARPT

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	224.25	34.63	42.12	301.00
BSP CANADA, IATA 0089534312	41.00	2.05	0.00	43.05
Total Fares:				265.25
Total Taxes:				42.12
Total GST/HST:				36.68
Invoice Total:				344.05
Payment(s):				
02 Jun 17 Credit Card				301.00
02 Jun 17 Credit Card				43.05
Total Payments:				344.05
Balance Due (CAD):				0.00

PORTER CONFIRMATION |  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$50CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

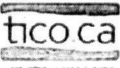
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete

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Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST. SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

pillar-post

HOTEL

Reservation Number 1922639

Send to      Jocelyn Lubczuk

Phone      819-938-9368

Guest Name    Jocelyn Lubczuk

Arrival Date  
04/06/2017

Departure Date  
05/06/2017

Room Information      249 - Premium King FP Jetted Tub

Bill To      Jocelyn Lubczuk

Phone      819-938-9368

Folio Number

Trans Date	Description	Detail	Amount
<b>Charges</b>			
04/06/2017	Pre Summer Sale	pp -249	259.00
04/06/2017	HST Tax	HST	33.67
04/06/2017	Resort Fee	Resort Fee	15.00
04/06/2017	HST Tax	HST	1.95
Total Charges			309.62
Balance Due:			309.62

	HST Tax	Total
Total Tax	35.62	\$35.62

HST Registration # 135532901RT001

I agree with the information provided herein and will remain personally liable for the payment of the account. In the event my employer or other third party is responsible for payment and fails to do so, the liability for this account will belong to me.

*It's always best to book direct with Vintage Hotels to ensure the best rate and availability. Our properties are very unique, and only we know them best!*

*Visit our official website at [www.vintage-hotels.com](http://www.vintage-hotels.com) or call our Reservation Specialists direct at 1-888-669-5566.*

The Pillar and Post Inn - The Prince of Wales Hotel - The Moffat Inn  
Queens Landing Inn - The Millcroft Inn - The Parlour Inn

Corporate Headquarters Vintage Hotels  
P.O.Box 1011, 526 Regent Street, Niagara-on-the-Lake, ON, Canada L0S 1J0 905-468-2123 or 1888-669-5566 •[www.vintage-hotels.com](http://www.vintage-hotels.com)

Traveler Name:	bcelyn			
Location:	Niagara on the lake			
Dates of travel:	4-5 June			
Meals and incidentals:	B	L	D	Incidentals
Monday 5	✓			✓
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday 4				✓
Hotel receipt(s)	✓			
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

View Linked Transactions  
Out of Pocket Expenses: Copy

### Meals and incidentals

## Summary

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

End Date



Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
04/06/2017	Canada - Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/06/2017	Canada - Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Calculate Allowances

## Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	17.15	34.60	0.00

Cancel

## Montreuil, Myriam (EC)

---

**From:** Angrignon-Duval, Jael (EC)  
**Sent:** June 14, 2017 12:38 PM  
**To:** Montreuil, Myriam (EC)  
**Subject:** RE: Autorisation hôtel - Catherine McKenna AMC443156 - Jocelyn Lubczuk AMC456777

Approuvé.

*Jael Angrignon-Duval*

Gestionnaire des opérations comptables pour les régions de l'Est /  
Eastern Region Accounting Operations Manager  
Environnement et Changement climatique Canada/Environment and Climate Change Canada  
Tel.: 819-938-3069  
[jael.angrignon-duval@canada.ca](mailto:jael.angrignon-duval@canada.ca)

**From:** Montreuil, Myriam (EC)  
**Sent:** June 14, 2017 11:24 AM  
**To:** Angrignon-Duval, Jael (EC)  
**Subject:** Autorisation hôtel - Catherine McKenna AMC443156 - Jocelyn Lubczuk AMC456777

Salut Jael,

Ci-dessous un hôtel à approuver.

Hôtel : The Pillar and Post Inn  
Voyageurs : Catherine McKenna et Jocelyn Lubczuk  
Destination : Niagara-on-the-lake  
Date : 4 juin 2017  
Maximum autorisé : 200\$  
Montant payé : 259\$  
Justification : Most hotels already reserved. Went with availability

Merci,

*Myriam Montreuil, CPA, CMA*

Agente financière / Financial officer  
Environnement et Changement Climatique Canada/Environment and Climate Change Canada  
200 Boulevard Sacré-Cœur, Gatineau (Québec), K1A 0H3  
819-938-9239



s.19(1)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders and to accompany the Minister in Charlottetown PEI - June 2017

Nom du voyageur: Jocelyn Lubczuk

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Charlottetown PEI - June 2017

Date de début du déplacement: 26/06/2017

Date de fin du déplacement: 28/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC409208

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	1,841.01
(Moins) Total des dépenses non remboursables :	1,281.34
Total des dépenses remboursables :	559.67
Montant total dû voyageur :	559.67
Dépenses non remboursables	



Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	20/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,281.34
Manual Prepaid				<u>1,281.34</u>
Air Canada				
Total des dépenses non remboursables (CAD)				1,281.34

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC*T ... 5.30	38.52 <hr/> 43.82
Lost receipt: Credit card statement included with form - From office to airport				
16) Hébergement commercial	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - - - - - -	PE#TVH 53.38	381.32 <hr/> 434.70
Other				
2) Indemnités pour hébergement, repas et frais accessoires	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - - - - - -	PE#TVH 8.23	54.87 <hr/> 63.10
	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 2.08	15.97 <hr/> 18.05
Total des dépenses remboursables (CAD)				559.67

### Récapitulatif codes de taxes

TPS	Montant total
10600 - 0070 - 0000 - - 8050 - -	5.30
TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	63.69

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,772.02	1,841.01

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
17/08/2017 14:08:29	Myriam Montreuil	Autorisé(e)	
17/08/2017 08:02:17	Marlo Raynolds	Autorisé(e)	
16/08/2017 15:56:43	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur      *Jocelyn Lubczuk*

Date de soumission      *14/08/2017*

Signature

Soumis au nom du voyageur.

Nom du délégué      *Amanda Herault*

Date de soumission      *14/08/2017*

Signature

**Nom de l'émetteur de la recommandation**     *Myriam Montreuil*

**Date recommandée**             *16/08/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**         *Marlo Raynolds*

**Date d'autorisation**           *17/08/2017*

Signature

**Nom de la personne responsable du traitement**     *Myriam Montreuil*

**Date de traitement**           *17/08/2017*

Signature

## 000105

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	20/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,281.34
Manual Prepaid				<u>1,281.34</u>
Air Canada				
Total non-reimbursable expenses (CAD)				1,281.34

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC*G ... 5.30	<u>38.52</u> 43.82
Lost receipt: Credit card statement included with form - From office to airport				
16) Commercial Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*HST 53.38	<u>381.32</u> 434.70
Other				
2) Allowance: Meals, Incidentals & Private Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE#HST 8.23	<u>54.87</u> 63.10
	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#H ... 2.08	<u>15.97</u> 18.05
Total reimbursable expenses (CAD)				559.67

Tax Coding Summary

GST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	5.30
HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	63.69

Financial Coding Summary

## Financial Coding

51496 - 282202 - 0070 - PBJ2 - 2001 - -

<b>Total</b>	<b>Total</b>
<b>Excl. Tax</b>	<b>Incl. Tax</b>
1,772.02	1,841.01

## Approval History

Date And Time	Approver	Approval Status	Comment
---------------	----------	-----------------	---------

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Jocelyn Lubczuk***Submit Date**

Signature

**Recommender Name** *Myriam Montreuil*

**Recommended Date**

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

AUG 14 2017

**Approval Date**

Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature



# Travel Request

Travel Request Name: Charlottetown PEI - June 2017

**Traveller Name:** *Jocelyn Lubczuk*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

**Other Trip Purpose:**

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *26/06/2017*

**Travel End Date:** *28/06/2017*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC409208*

**Fiscal Year:** *2017-2018*

**Travel Outside Default Division:** *N*

**Blanket Travel Authority Applied:** *No*

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Charlottetown PEI - June 2017*

## Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	548.45
	548.45

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	450.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	98.45
Total reimbursable expenses		548.45

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	548.45	548.45

Approval History

Date And Time	Approver	Approval Status	Comment
30/06/2017 14:33:02	Marlo Raynolds	Approved	

Itinerary Details

PNR:	
Trip Status:	Quoted

**Traveller Type:** *Minister's Exempt Staff*  
**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Jocelyn Lubczuk*

**Submit Date** *30/06/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *30/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *30/06/2017*

Signature



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 510389  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08628	26Jun17 01:00 pm	26Jun17 03:36 pm	OTTAWA INTL - CHARLOTTETOWN

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA	363.00	51.11	30.12	444.23
BSP CANADA, IATA 0089545871	41.00	2.05	0.00	43.05
Total Fares:				404.00
Total Taxes:				30.12
Total GST/HST:				53.16
Invoice Total:				487.28
Payment(s):				
20 Jun 17 Credit Card				444.23
20 Jun 17 Credit Card				43.05
Total Payments:				487.28
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

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s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 510349  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01709	28Jun17 05:40 am	28Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	28Jun17 08:10 am	28Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA	547.00	86.64	31.12	664.76
BSP CANADA, IATA 0089545848	41.00	2.05	0.00	43.05
Total Fares:				588.00
Total Taxes:				31.12
Total GST/HST:				88.69
Invoice Total:				707.81
Payment(s):				
20 Jun 17 Credit Card				664.76
20 Jun 17 Credit Card				43.05
Total Payments:				707.81
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 510379  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01709	29Jun17 05:40 am	29Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	29Jun17 08:10 am	29Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA ;	0.00	0.00	0.00	0.00
Total Fares:				0.00
Total Taxes:				0.00
Invoice Total:				0.00
Payment(s):				
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510349/TKT 2179366678

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

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If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCord Travel Management

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 510834  
Invoice Date: 23 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08627	28Jun17 04:05 pm	28Jun17 04:50 pm	CHARLOTTETOWN - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
CHANGE FEE	75.00	11.25	0.00	86.25
Total Fares:				75.00
Total Taxes:				0.00
Total GST/HST:				11.25
Invoice Total:				86.25
Payment(s):				
23 Jun 17 Credit Card				86.25
Total Payments:				86.25
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510349/TKT 2179366678  
\*\*\*\*\*  
FLIGHT DATE CHANGE  
PREVIOUS TICKET NUMBER 2179370058/INVOICE 510379

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

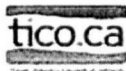
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

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Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003







Dalvay By The Sea

16 Cottage Cres. Dalvay, PO Box 9, COA 1P0, PE  
reservations@dalvaybythesea.com

Jocelynn Lubczuk

Page # 1  
Res. # 066340  
Checked in Mon Jun 26/17 - 4:04pm  
Checked out Wed Jun 28/17 - 11:43am  
Nights 2  
Room Rate 189.00  
Room 126

Group: Environment Climate Change Con

Date	Description	Reference	Charges	Credits
Jun26	Room Charges		189.00	
Jun26	HST		28.35	
Jun27	Room Charges		189.00	
Jun27	HST		28.35	
Jun28	PAID BY VISA - Thank you			434.70
Total Outstanding 0.00			434.70	434.70

Thank you for staying with us at Dalvay By The Sea!  
Please travel safely on your return journey.  
We look forward to seeing you again soon!

Charge Summary:  
HST 56.70

Traveler Name:	Jocelyn Lubczuk			
Location:	Prince Edward Island			
Dates of travel:	June 26 - 28			
Meals and incidentals:	B	L	D	Incidentals
Monday		X	X	
Tuesday	X			
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	434.70			
Taxi receipts	-			
Miscellaneous receipts	-			
Traveler signature	J. Lubczuk			

Please do not include meals that were provided during this trip.

Missing Receipt Form

(Declaration by Claimant -To be used in Lieu of Unavailable Receipt)

Formulaire de déclaration de reçu égaré

(Déclaration du réclamant à être utilisée faute de facture)

☒ Lost  
Perdu

☐ Accidentally Destroyed  
Détruit accidentellement

☐ Unobtainable  
Impossible d'obtenir

☐ Other (specify)  
Autre (veuillez préciser)

I hereby declare that I have paid for the following goods/services incurred by me while exercising my duties, and that the receipt was:


Je déclare par la présente avoir payé les biens/services suivants obtenus dans l'exercice de mes fonctions, et que le reçu a été:

If the receipt is found at a later date, it will not be used to obtain reimbursement from any other source.


Si le reçu est retrouvé à une date ultérieure, il ne sera pas utilisé pour obtenir un remboursement d'une autre source.

Supplier Fournisseur	Regal et Crown Taxi	Date of service/goods obtained Date de service/biens reçu	26-Jun-17
Type of service/goods obtained Type de service/biens reçu	Taxi	Amount Montant	\$43.82

Claimant  
Réclamant



Delegated Manager  
Destionnaire délégué



+ Jun 26, 2017	DALVAY BY THE SEA	434.70
+ Jun 26, 2017	REGAL ET CROWN TAXI	43.82
+ Jun 27, 2017	DALVAY BY THE SEA	23.47

Transaction

Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 28/06/2017  
Amount: \$0 00 CAD  
Meals and incidentals

Expenses   Coding   Approval   Summary





2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel

Start Date                      End Date  
26/06/2017      28/06/2017   

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
26/06/2017	 Canada - Ontario	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26/06/2017	 Canada - Prince Edward Island	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/06/2017	 Canada - Prince Edward Island	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28/06/2017	 Canada - Prince Edward Island	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	18.05	0.00	0.00
Canada	Prince Edward Island	63.10	0.00	0.00

[Save](#)   [Cancel](#)

s.19(1)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Halifax - July 2017

Nom du voyageur: Jocelyn Lubczuk

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Halifax - July 2017

Date de début du déplacement: 06/07/2017

Date de fin du déplacement: 08/07/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC414087

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	1,856.11
(Moins) Total des dépenses non remboursables :	1,243.51
Total des dépenses remboursables :	612.60
Montant total dû voyageur :	612.60
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	06/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,243.51
Manual Prepaid				<u>1,243.51</u>
Air Canada				
Air Canada and Porter Airlines				
Total des dépenses non remboursables (CAD)				1,243.51

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	06/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 2.92	24.33 <u>27.25</u>
From home to airport				
11) Taxi	08/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 2.85	23.75 <u>26.60</u>
From airport to home				
12) Location de véhicule	08/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*TVH 43.18	308.40 <u>351.58</u>
Hertz Corporation				
16) Hébergement commercial	07/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*TVH 18.94	135.28 <u>154.22</u>
Other				
2) Indemnités pour hébergement, repas et frais accessoires	08/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#T ... 5.99	39.96 <u>45.95</u>
9) Stationnement	07/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*TVH 0.86	6.14 <u>7.00</u>



Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
Parking of the rental car.				
Total des dépenses remboursables (CAD)				612.60

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	74.74

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,781.37	1,856.11

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
14/08/2017 18:50:14	Thu Van Tran	Autorisé(e)	
14/08/2017 09:48:58	Marlo Raynolds	Autorisé(e)	
17/07/2017 11:03:47	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur      *Jocelyn Lubczuk*

Date de soumission      *17/07/2017*

Signature

Soumis au nom du voyageur.

**Nom du délégué**                    *Amanda Herault*

**Date de soumission**            *17/07/2017*

Signature

**Nom de l'émetteur de la recommandation**    *Myriam Montreuil*

**Date recommandée**            *17/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**        *Marlo Raynolds*

**Date d'autorisation**          *14/08/2017*

Signature

**Nom de la personne responsable du traitement**    *Thu Van Tran*

**Date de traitement**          *14/08/2017*

Signature

Expense Report Name: To accompany the Minister in Halifax - July 2017

**TIN:**

**Comments:**

### Expense Summary

<b>Total allocated expenses :</b>	<b>1,856.11</b>
(Minus) Total non-reimbursable expenses :	1,243.51
<b>Total reimbursable expenses :</b>	<b>612.60</b>
<b>Total due traveller :</b>	<b>612.60</b>

### Non-Reimbursable Expenses

000125

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	06/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,243.51
Manual Prepaid				<u>1,243.51</u>
Air Canada				
Air Canada and Porter Airlines				
Total non-reimbursable expenses (CAD)				1,243.51

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	06/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 2.92	24.33 <u>27.25</u>
From home to airport				
11) Taxi	08/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 2.85	23.75 <u>26.60</u>
From airport to home				
12) Vehicle Rental	08/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*HST 43.18	308.40 <u>351.58</u>
Hertz Corporation				
16) Commercial Accommodation	07/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*HST 18.94	135.28 <u>154.22</u>
Other				
2) Allowance: Meals, Incidentals & Private Accommodation	08/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#H ... 5.99	39.96 <u>45.95</u>
9) Parking	07/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*HST 0.86	6.14 <u>7.00</u>
Parking of the rental car.				
Total reimbursable expenses (CAD)				612.60

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 -- 8050 --	74.74

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 --	1,781.37	1,856.11

Approval History

Date And Time	Approver	Approval Status	Comment
17/07/2017 11:03:47	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name                      Jocelyn Lubczuk

Submit Date                        17/07/2017

Signature 

Submitted on behalf of the Traveller.

Delegate Name                    Amanda Herault

Submit Date                        17/07/2017

Signature 

**Recommender Name**      *Myriam Montreuil*

**Recommended Date**      *17/07/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**      *Marlo Raynolds*

**Approval Date**      **AUG 14 2017**  
\_\_\_\_\_

Signature      

**Processor Name**      \_\_\_\_\_

**Processed Date**      \_\_\_\_\_

Signature

s.19(1)

# Travel Request

Travel Request Name: Halifax - July 2017

Traveller Name: *Jocelyn Lubczuk*

TIN:

Prepared By: *Amanda Herault*

Policy Module: *M3D - Domestic - Overnight Stay*

Trip Purpose: *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

Alternative To Travel: *Personal attendance required*

Travel Start Date: *06/07/2017*

Travel End Date: *08/07/2017*

Approval Status: *Approved*

Primary Location:

Secondary Location:

Online TAN: *AMC414087*

Fiscal Year: *2017-2018*

Travel Outside Default Division: *N*

Blanket Travel Authority Applied: *No*

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

*Halifax - July 2017*

## Travel Request Summary



Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	614.95
	614.95

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 - -	55.00
12) Vehicle Rental	51496 - 282202 - 0070 - PBJ2 - 2001 - -	352.00
Hertz Corporation		
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	155.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	45.95
9) Parking	51496 - 282202 - 0070 - PBJ2 - 2001 - -	7.00
Parking of the rental at the hotel		
Total reimbursable expenses		614.95

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	614.95	614.95

Approval History

Date And Time	Approver	Approval Status	Comment

Date And Time	Approver	Approval Status	Comment
17/07/2017 09:40:02	Marlo Raynolds	Approved	

**Itinerary Details**

PNR:

Trip Status: *Quoted*

Traveller Type: *Minister's Exempt Staff*

Primary Trip Purpose: *Key Stakeholder Engagement - Meetings*

Total Itinerary Cost (CAD) 0.00

**Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name *Jocelyn Lubczuk*

Submit Date *17/07/2017*

Signature



Submitted on behalf of the Traveller.

Delegate Name *Amanda Herault*

Submit Date *17/07/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name**                      *Marlo Reynolds*

**Approval Date**                      17/07/2017

Signature 

s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 512011  
Invoice Date: 6 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08634	06Jul17 01:55 pm	06Jul17 04:45 pm	OTTAWA INTL - HALIFAX INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9568072757 for LUBCZUK/JOCELYN MS	634.00	86.34	30.12	750.46
BSP CANADA, IATA 0089559066	41.00	2.05	0.00	43.05
Total Fares:				675.00
Total Taxes:				30.12
Total GST/HST:				88.39
Invoice Total:				793.51
Payment(s):				
06 Jul 17 Credit Card i				750.46
06 Jul 17 Credit Card i				43.05
Total Payments:				793.51
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

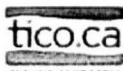
McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 512011  
Invoice Date: 6 Jul 2017  
Client No:  
Agent:  
PNR:

AIR CANADA CONFIRMATION NUMBER  
---  
VALID GOVERNMENT PHOTO ID REQUIRED  
---  
ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE  
---  
RECOMMENDED CHECK-IN: 90 MIN  
CHECK-IN AND BAGGAGE DEADLINE: 45 MIN / 20 MIN AT TORONTO CITY AIRPORT  
BOARDING GATE DEADLINE: 15 MIN  
---  
BAGGAGE: 2 COMPLIMENTARY BAGS  
MAX 50 LBS. AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY  
AEROPLAN TOP TIER: EXTRA BAGGAGE BENEFITS MAY APPLY  
FREE ADDITIONAL SPORTS EQUIPMENT ITEM  
---  
CHECKED BAGGAGE CALCULATOR  
AIRCANADA.COM/EN/TRAVELINFO/AIRPORT/BAGGAGE/CHECKED.HTML  
---  
2 COMPLIMENTARY CARRY-ON BAGS PERMITTED  
1 STANDARD - NOT EXCEEDING 9 X 15.5 X 21.5 INCHES  
1 PERSONAL - NOT EXCEEDING 16 X 33 X 17 INCHES  
MUST BE ABLE TO LIFT INTO OVERHEAD BIN UNASSISTED  
---  
AIR CANADA LATITUDE FARE  
FULLY REFUNDABLE  
---  
NAME CHANGE: NO FEE  
---  
CHANGES: NO FEE. TAXES AND ANY FARE DIFFERENCE MAY APPLY  
---  
SAME DAY CHANGE AT AIRPORT: NO FEE  
SUBJECT TO AVAILABILITY  
---  
SAME DAY AIRPORT STANDBY: FREE FOR EARLIER FLIGHTS ON  
THE DAY OF DEPARTURE / SUBJECT TO AVAILABILITY  
---  
PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION  
---  
PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 512011  
Invoice Date: 6 Jul 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCord TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 512017  
Invoice Date: 6 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08639	07Jul17 09:10 pm	07Jul17 10:14 pm	HALIFAX INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9568072762 for LUBCZUK/JOCELYN MS	299.00	49.67	32.12	380.79
BSP CANADA, IATA 0089559071	41.00	2.05	0.00	43.05
Total Fares:				340.00
Total Taxes:				32.12
Total GST/HST:				51.72
Invoice Total:				423.84
Payment(s):				
06 Jul 17 Credit Card				380.79
06 Jul 17 Credit Card				43.05
Total Payments:				423.84
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION NUMBER

AIR TICKET AND SERVICE FEE//TRIP CANCELLED CREDIT 380.79 EXP 06JUL18  
CHANGE FEE 75.00 = 11.25 HST

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 512255  
Invoice Date: 7 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00236	08Jul17 02:55 pm	08Jul17 04:00 pm	HALIFAX INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	303.75	53.08	50.12	406.95
Total Fares:				303.75
Total Taxes:				50.12
Total GST/HST:				53.08
Invoice Total:				406.95
Payment(s):				
07 Jul 17 Credit Card				406.95
Total Payments:				406.95
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3

Invoice No: 512255  
Invoice Date: 7 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) LUBCZUK/JOCELYN MS

PORTER AIRLINES CONFIRMATION NUMBER:

VALID GOVERNMENT PHOTO ID REQUIRED

ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE

RECOMMENDED CHECK-IN: 60 MIN / 30 MIN IN TORONTO  
CHECK-IN AND BAGGAGE DEADLINE: 30 MIN / 20 MIN IN TORONTO  
BOARDING DEADLINE: 20 MIN / 10 MIN IN TORONTO

COMPLIMENTARY SHUTTLE TO/FROM DOWNTOWN TORONTO  
NEW- SHUTTLES ARRIVE AT THE YORK STREET ENTRANCE OF THE ROYAL YORK.

BAGGAGE: FIRST BAG \$37.50/ SECOND BAG \$47.50 PLUS TAX  
SAVE \$10 EACH WHEN PAID ONLINE  
MAX 50 LBS AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY

2 COMPLIMENTARY CARRY-ON ITEMS:  
1 STANDARD-NOT EXCEEDING 22X16X9 IN AND LESS THAN 20 LBS  
1 PERSONAL-NOT EXCEEDING 13X17X6 IN AND LESS THAN 20 LBS

FULL REFUND WITHIN 24HRS OF BOOKING UP TO 1HR  
PRIOR TO SCHEDULED FLIGHT DEPARTURE

PORTER FLEXIBLE FARE  
TICKET IS NON-REFUNDABLE AFTER 24HRS OF BOOKING  
IF CANCELLED 1HR OR MORE BEFORE DEPARTURE 1 TIME USE  
FLIGHT CREDIT MINUS \$50 CAD FEE PLUS TAX PER DIRECTION  
CREDIT VALID FOR 1YR FROM ORIGINAL BOOKING DATE

NO-SHOWS FORFEIT FULL VALUE OF TICKET AND  
RESULT IN CANCELLATION OF REMAINING FLIGHTS

CHANGE FEES: \$50 CAD PER DIRECTION PLUS ANY DIFFERENCE IN FARE AND TAX

NAME CHANGE FEE \$60 PLUS TAX/UP TO 3HRS PRIOR TO DEPARTURE

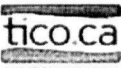
SAME-DAY CHANGE BY PHONE OR AT AIRPORT: FREE/SUBJECT TO AVAILABILITY

COMPLIMENTARY LOUNGE IN TORONTO AND OTTAWA

PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION

PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT  
\*\*\*\*\*

PLEASE SEE INVOICE 512017 FOR SERVICE FEE



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)

s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3

Invoice No: 512255  
Invoice Date: 7 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) LUBCZUK/JOCELYN MS

TERMS AND CONDITIONS

AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

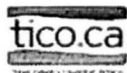
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

Traveler Name:	Jacolyn			
Location:	Halifax			
Dates of travel:	6-8 July			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday				
Thursday 6				
Friday 7			✓	
Saturday 8				
Sunday				
Hotel receipt(s)	✓ (Car)			
Taxi receipts				
Miscellaneous receipts	Car			
Traveler signature				

Please do not include meals that were provided during this trip.

BLUE LINE TAXI  
0619 228 1111

RMINAL ID: 324 301 685  
RCHART ID: 4325101A  
HICLE ID:  
RIVER ID:

IP NUMBER: 4409  
ISSUERS: 1

OS 2017  
ART: 16:12 END: 16:13

RE AMOUNT: \$ 23.13

IP AMOUNT: \$ 3.47

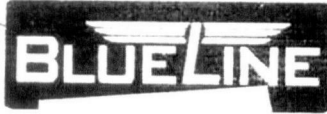
TOTAL : \$ 26.60

ISA SALE :

PROVAL NUMBER 077961

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXI.LB.COM  
TAXI.LB



Westin Nova Scotian  
1181 Hollis Street  
Halifax, Nova Scotia  
DATE :07/07/17  
TIME :07:27: PM

Receipt No. 8/1982/83  
\* Original \*

Ticket: 160640  
Entry : 07/07/17 05:34 PM  
LPR :

TAX included 7.00

Credit 7.00  
Trans ID : 40316  
Card No. :  
Card Type: VISA

Thank You For Visiting  
Please Come Back Again  
PST# 00000 4032 07001

s.16(2)

s.19(1)

HALIFAX AIRPORT  
RENTAL RECORD: 933036145  
CANADA, AS REPRESENTED BY ENVIRON CAN

JOCELYN  
LUBCZUK  
COMPLETED BY:  
RENTED: HALIFAX AIRPORT  
PHONE: (902) 873-3700  
RENTAL: 07-06-17 1735  
RETURN: 07-08-17 1310  
LICENSE  
KILOM IN: 382 OUT: 59  
KILOM DRIVEN: 323  
PLAN IN/OUT: RCHD1 /RCHD1  
CLS: Q4

INITIAL CHARGES  
2 DAYS 82.65 (H) 165.30  
UPGRD (H) 40.00  
SUBTOT 205.30

CHARGES ADDED DURING RENTAL  
AGEDIFF (H) 54.00

SERVICE CHARGES/TAXES  
VLGR (H) 1.62  
CFR 16.280% (H) 42.80  
ACSRG (H) 2.00  
HST 15.000% ON 251.72 (N) 45.86  
TOTAL AMOUNT DUE 351.58  
CHARGED ON: VISA 351.58  
CREDIT CARD #:

FOR EXPLANATION OF THE ABOVE CHARGES,  
PLEASE ASK A REPRESENTATIVE OR GO TO  
WWW.HERTZ.CA/CHARGEEXPLAINED

HST REGISTRANT NUMBER  
R102337847  
N=No Tax, H=HST

\* A MESSAGE FROM HERTZ \*  
SKIP THE COUNTER, EARN REWARD DAYS, AND  
BE ELIGIBLE TO RECEIVE 550 BONUS  
POINTS! Join Gold Plus Rewards (FREE)!  
See your Corporate Travel Portal.  
\* WE LOOK FORWARD TO YOUR NEXT VISIT! \*

How was your experience?  
We'd like your feedback.

a. Visit [hertzsurvey.ca](http://hertzsurvey.ca)  
b. Enter Access Code 0818011

We value your opinion and  
Look forward to your feedback.

Customer Service:1-800-654-4173  
Thank you for renting from

Hertz

BLUE LINE TAXI  
(613) 238 - 1111

TERMINAL ID: 314-666 008  
PERMIT ID: 4325126A  
DRIVER ID:

TRIP NUMBER: 1110  
PASSENGERS: 1

06/06/2017  
START: 12:18 END: 12:19

FARE AMOUNT: \$ 27.25

TIP AMOUNT: \$ 3.00

TOTAL : \$ 27.25

VISA SALE :

APPROVAL NUMBER : 072001

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB





s.16(2)  
s.19(1)



195 Main Street, Wolfville  
NS Canada B4P 1C3  
Tel. 902-542-2291  
www.blomidon.ns.ca

THE BLOMIDON INN LTD  
195 MAIN STREET  
WOLFVILLE, NS B4P1C3  
9025422291  
Merchant ID: 17095730016  
Term ID: 003  
Ref: 017

Sale

VISA  
07/11/17  
Inv #: 000013  
Apprvd  
Amount: \$ 154.22  
Tip:  
Total:  
Entry Method: Manual  
10:43:07  
Appr Code: 024511  
Batch#: 000705  
Customer Cop.

NAME _____			
STREET _____		CITY _____	
PROVINCE _____		POSTAL CODE _____	
IS THIS YOUR FIRST STAY WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF SO, HOW DID YOU FIND US? (PLEASE CHECK ALL THAT APPLY):			
<input type="checkbox"/> INTERNET <input type="checkbox"/> A FRIEND <input type="checkbox"/> TOURISM INFORMATION			
<input type="checkbox"/> ADVERTISING <input type="checkbox"/> AUTO CLUB <input type="checkbox"/> REFERRAL FROM ANOTHER INN			
<input type="checkbox"/> OTHER (PLEASE SPECIFY) _____			
WOULD YOU LIKE TO BE ON OUR MAILING LIST? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IN _____	OUT <u>07/11/17</u>	#NIGHTS <u>1</u>	#GUESTS <u>2</u>
ROOM NAME _____		RATE PER NIGHT <u>115.00</u>	<input type="checkbox"/> RM <input type="checkbox"/> PKG
SIGNATURE _____		LODGING <u>115.00</u> + <u>15.00</u>	
PHONE CHARGES			HST
CALL			PHONE
1 _____	6 _____	11 _____	HST
2 _____	7 _____	12 _____	SUB TOTAL
3 _____	8 _____	13 _____	
4 _____	9 _____	14 _____	
5 _____	10 _____	15 _____	
OTHER CHARGES			
INVOICE # _____ AMOUNT # _____			
_____			
_____			
_____			
_____			
_____			
_____			
TOTAL _____			CHARGES
FORM OF PAYMENT _____			TOTAL
Thank You For Visiting The Blomidon Inn!			GRATUITY
BILL _____			
HST # R121125926			

Transaction

Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 08/07/2017  
Amount: \$0.00 CAD  
Meals and incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                      End Date  
06/07/2017                      08/07/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
06/07/2017	Canada - Nova Scotia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/07/2017	Canada - Nova Scotia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/07/2017	Canada - Nova Scotia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Nova Scotia	45.95	0.00	0.00

< >

[https://sts-svp.spendvision.com/main/transaction\\_1.asp?transaction\\_ref=C1120170717jegi...](https://sts-svp.spendvision.com/main/transaction_1.asp?transaction_ref=C1120170717jegi...) 17/07/2017



Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Toronto - June 2017

Nom du voyageur: Jamie MacDonald  
NIV:  
Préparé par: Amanda Herault  
Module Politique: M3D : Domestique - avec nuitée  
Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Toronto - June 2017

Date de début du déplacement: 16/06/2017

Date de fin du déplacement: 18/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC472369

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	816.80
(Moins) Total des dépenses non remboursables :	791.50
Total des dépenses remboursables :	25.30
Montant total dû voyageur :	25.30

Dépenses non remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	13/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		791.50
Manual Prepaid				<hr/> 791.50
Porter Airlines				
Total des dépenses non remboursables (CAD)				791.50

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	18/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 2.71	22.59
				<hr/> 25.30
From airport to home				
Total des dépenses remboursables (CAD)				25.30

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	2.71

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	814.09	816.80

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
05/07/2017 10:29:36	Myriam Montreuil	Autorisé(e)	
04/07/2017 15:04:57	Marlo Raynolds	Autorisé(e)	
28/06/2017 15:38:42	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur**                    *Jamie MacDonald*

**Date de soumission**            *23/06/2017*

Signature

Soumis au nom du voyageur.

**Nom du délégué**                    *Amanda Herault*

**Date de soumission**            *23/06/2017*

Signature

**Nom de l'émetteur de la  
recommandation**            *Myriam Montreuil*

**Date recommandée**            *28/06/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**            *Marlo Raynolds*

**Date d'autorisation**            *04/07/2017*

Signature

**Nom de la personne  
responsable du  
traitement** *Myriam Montreuil*

**Date de traitement** *05/07/2017*

Signature

Expense Report Statement

Expense Report Name: To accompany the Minister in Toronto - June 2017

Traveller Name: Jamie MacDonald

TIN:

Prepared By: Amanda Herault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Toronto - June 2017

Travel Start Date: 16/06/2017

Travel End Date: 18/06/2017

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC472369

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	816.80
(Minus) Total non-reimbursable expenses :	791.50
Total reimbursable expenses :	25.30
Total due traveller :	25.30

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	13/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		791.50
Manual Prepaid				791.50
Porter Airlines				
Total non-reimbursable expenses (CAD)				791.50

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	18/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 2.71	22.59 25.30
From airport to home				
Total reimbursable expenses (CAD)				25.30

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	2.71

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	814.09	816.80

Approval History

Date And Time	Approver	Approval Status	Comment
28/06/2017 15:38:42	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Jamie MacDonald*

**Submit Date** *23/06/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *23/06/2017*

Signature



**Recommender Name** *Myriam Montreuil*

**Recommended Date** *28/06/2017*

Signature

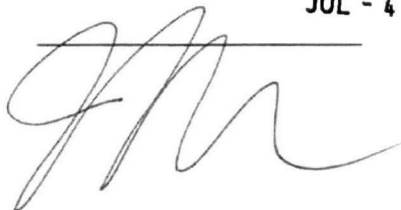
Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**Approval Date**

**JUL - 4 2017**

Signature





Processor Name \_\_\_\_\_

Processed Date \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Toronto - June 2017

Traveller Name: *Jamie MacDonald*  
TIN:  
Prepared By: *Amanda Herault*  
Policy Module: *M3D - Domestic - Overnight Stay*  
Trip Purpose: *Key Stakeholder Engagement - Meetings*  
  
Other Trip Purpose:  
Alternative To Travel: *Personal attendance required*  
Travel Start Date: *16/06/2017*  
Travel End Date: *18/06/2017*  
Approval Status: *Approved*  
Primary Location:  
Secondary Location:

Online TAN: *AMC472369*  
Fiscal Year: *2017-2018*  
Travel Outside Default Division: *N*  
Blanket Travel Authority Applied: *No*

Vendor Code:  
Custom Field 1:  
Custom Field 2:  
Custom Field 3:  
Custom Field 4:  
Custom Field 5:

Event:  
Comments:  
*Toronto - June 2017*

Travel Request Summary



## Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Jamie MacDonald*

**Submit Date** *23/06/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *23/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *23/06/2017*

**Signature**

A handwritten signature in black ink, appearing to be 'MR', written over the date '23/06/2017'.

s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT  
200 SACREE COEUR  
21 EME ETAGE  
GATINEAU QC K1A0H3  
Passenger(s)    MACDONALD/JAMIE MR

Invoice No: 509359  
Invoice Date: 13 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00240	16Jun17 05:45 pm	16Jun17 06:45 pm	OTTAWA INTL - TORONTO BILLY BISHOP ARPT
PD	00251	18Jun17 07:30 pm	18Jun17 08:26 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	539.00	81.16	85.24	705.40
BSP CANADA, IATA 0089545398	82.00	4.10	0.00	86.10
Total Fares:				621.00
Total Taxes:				85.24
Total GST/HST:				85.26
Invoice Total:				791.50
Payment(s):				
13 Jun 17 Credit Card				705.40
13 Jun 17 Credit Card				86.10
Total Payments:				791.50
Balance Due (CAD):				0.00

PORTER CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEXIBLE FARE\*  
CHANGES PERMITTED - SUBJECT TO \$50CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

Traveler Name:	Camie			
Location:	Toronto			
Dates of travel:	16-18 June			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)				
Taxi receipts	✓			
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

BLUE LINE  
0619 2 3

ACCOUNT ID: 314 651 506  
MESSAGE ID: 42269178  
VEHICLE ID:  
DRIVER ID:  
DATE: 2013-06-18 09:53  
TIME: 22:59  
END: 22:00  
GROSS AMOUNT: \$ 22.00  
TAX: \$ 3.30  
TOTAL: \$ 25.30  
TAXI SALE:  
APPROVAL NUMBER: 0619 2 3  
\*\*\*PASSENGER COPY\*\*\*  
CUSTOMER SERVICE 1-800-443-2512  
INQUIRY@TAXITAB.COM  
TAXITAB





Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend an AFN meeting in Ottawa - June 2017

Nom du voyageur: Jesse McCormick

NIV:

Préparé par: Amanda Herault

Module Politique: M1 : Dans la zone d'affectation - sans nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Ottawa - June 2017

Date de début du déplacement: 02/06/2017

Date de fin du déplacement: 02/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC415349

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	17.50
Total des dépenses remboursables :	17.50
Montant total dû voyageur :	17.50
Dépenses remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
9) Stationnement	02/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 1.87	15.63 <hr/> 17.50
Total des dépenses remboursables (CAD)				17.50

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	1.87

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	15.63	17.50

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
22/06/2017 14:51:14	Myriam Montreuil	Autorisé(e)	
20/06/2017 15:30:55	Marlo Raynolds	Autorisé(e)	
06/06/2017 09:48:55	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur	Jesse McCormick
Date de soumission	05/06/2017

Signature

Soumis au nom du voyageur.

**Nom du délégué**                    *Amanda Herault*

**Date de soumission**            *05/06/2017*

Signature

**Nom de l'émetteur de la recommandation**    *Myriam Montreuil*

**Date recommandée**            *06/06/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**            *Marlo Raynolds*

**Date d'autorisation**            *20/06/2017*

Signature

**Nom de la personne responsable du traitement**    *Myriam Montreuil*

**Date de traitement**            *22/06/2017*

Signature

Expense Report Statement

Expense Report Name: To attend an AFN meeting in Ottawa - June 2017

Traveller Name: Jesse McCormick

TIN:

Prepared By: Amanda Herault

Policy Module: M1 - Within Headquarters - No Overnight

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Ottawa - June 2017

Travel Start Date: 02/06/2017

Travel End Date: 02/06/2017

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC415349

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	17.50
Total reimbursable expenses :	17.50
Total due traveller :	17.50

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
9) Parking	02/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		15.63
		10600 - 0070 - 0000 - - 8050 - -	ON*HST 1.87	
				17.50

Expense Type	Date	Foreign Amount	Tax Amount	Amount
			Total reimbursable expenses (CAD)	17.50

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 -- 8050 --	1.87

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 --	15.63	17.50

Approval History

Date And Time	Approver	Approval Status	Comment
06/06/2017 09:48:55	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name            *Jesse McCormick*

Submit Date                *05/06/2017*

Signature                 

Submitted on behalf of the Traveller.

Delegate Name            *Amanda Hauralt*

Submit Date                *05/06/2017*

Signature                 

**Recommender Name**      *Myriam Montreuil*

**Recommended Date**      06/06/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**      *Marlo Reynolds*

**JUN 20 2017**

**Approval Date**

Signature



**Processor Name**

**Processed Date**

Signature

Travel Request

Travel Request Name: Ottawa - June 2017

Traveller Name: Jesse McCormick

TIN:

Prepared By: Amanda Herault

Policy Module: M1 - Within Headquarters - No Overnight

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 02/06/2017

Travel End Date: 02/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC415349

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Ottawa - June 2017

Travel Request Summary



Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	17.50
	17.50

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
9) Parking	51496 - 282202 - 0070 - PBJ2 - 2001 - -	17.50
Parking in downtown Ottawa		
Total reimbursable expenses		17.50

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	17.50	17.50

Approval History

Date And Time	Approver	Approval Status	Comment
05/06/2017 13:13:37	Marlo Raynolds	Approved	

Itinerary Details

PNR:	
Trip Status:	Quoted
Traveller Type:	Minister's Exempt Staff
Primary Trip Purpose:	Key Stakeholder Engagement - Meetings

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name**                *Jesse McCormick*

**Submit Date**                *05/06/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name**                *Amanda Herault*

**Submit Date**                *05/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name**                *Marlo Raynolds*

**Approval Date**                *05/06/2017*

Signature



WORLD  
EXCHANGE PLAZA  
45 O'Connor St., 0t  
RECEIPT 02

ENTRY DATE/TIME:  
06/02/17 14:39  
PAY DATE/TIME:  
06/02/17 17:47  
PARK-DUR.: HRS:MIN  
0:03:08  
17 50

\*15 MIN TO EXIT \*  
\* THE PARKADE \*  
\*\*\*\*\*  
HST No. 887315638  
HST INCLUDED  
\*\*\*\*\*  
THANK YOU  
MERCI  
IMPARK  
\*\*\*\*\*  
1 07 1977

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in Winnipeg - June 2017

Nom du voyageur: Jesse McCormick

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Winnipeg - June 2017

Date de début du déplacement: 27/06/2017

Date de fin du déplacement: 28/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC478229

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	1,631.56
(Moins) Total des dépenses non remboursables :	1,174.83
Total des dépenses remboursables :	456.73
Montant total dû voyageur :	456.73
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	19/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,174.83
Manual Prepaid				<u>1,174.83</u>
Air Canada				
Total des dépenses non remboursables (CAD)				1,174.83

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	27/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 4.24	35.37 <u>39.61</u>
From home to airport				
11) Taxi	27/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 0.75	18.75 <u>19.50</u>
From airport to hotel				
16) Hébergement commercial	27/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 9.05	226.27 <u>235.32</u>
Fairmont Hotels And Resorts				
2) Indemnités pour hébergement, repas et frais accessoires	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#T ... 6.91	138.24 <u>145.15</u>
	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 1.97	15.18 <u>17.15</u>
Total des dépenses remboursables (CAD)				456.73

Récapitulatif codes de taxes

TPS	Montant total
-----	---------------

10600 - 0070 - 0000 - - 8050 - -	16.71
<b>TVH</b>	<b>Montant total</b>
10600 - 0070 - 0000 - - 8050 - -	6.21

Résumé des codes financiers

<b>Codes financiers</b>	<b>Total HT Taxe</b>	<b>Total TTC Taxe</b>
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,608.64	1,631.56

Historique d'autorisation

<b>Date et heure</b>	<b>Approbateur</b>	<b>État d'autorisation</b>	<b>Commentaire</b>
12/07/2017 14:37:53	Myriam Montreuil	Autorisé(e)	
12/07/2017 14:06:03	Marlo Raynolds	Autorisé(e)	
04/07/2017 10:52:40	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur**        *Jesse McCormick*

**Date de soumission**        *04/07/2017*

Signature

Soumis au nom du voyageur.

**Nom du délégué**        *Amanda Herault*

**Date de soumission**        *04/07/2017*

Signature



**Nom de l'émetteur de la recommandation**     *Myriam Montreuil*

**Date recommandée**             *04/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**        *Marlo Raynolds*

**Date d'autorisation**          *12/07/2017*

Signature

**Nom de la personne responsable du traitement**     *Myriam Montreuil*

**Date de traitement**          *12/07/2017*

Signature

Expense Report Name: To meet with key stakeholders in Winnipeg - June 2017

**Traveller Name:** *Jesse McCormick*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

**Travel Request Name:** *Winnipeg - June 2017*

Travel Start Date: 27/06/2017

Travel End Date: 28/06/2017

ER Approval Status: *Approval Required*

**Primary Location:**

Secondary Location:

Online TAN: *AMC478229*

Fiscal Year: 2017-2018

Travel Outside Default *N*

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>1,631.56</b>
-----------------------------------	-----------------

(Minus) Total non-reimbursable expenses :	1,174.83
---	----------

<b>Total reimbursable expenses :</b>	<b>456.73</b>
--------------------------------------	---------------

<b>Total due traveller :</b>	<b>456.73</b>
------------------------------	---------------

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	19/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,174.83
Manual Prepaid				<u>1,174.83</u>
Air Canada				
Total non-reimbursable expenses (CAD)				1,174.83

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	27/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 4.24	35.37 <u>39.61</u>
From home to airport				
11) Taxi	27/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 0.75	18.75 <u>19.50</u>
From airport to hotel				
16) Commercial Accommodation	27/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 9.05	226.27 <u>235.32</u>
Fairmont Hotels And Resorts				
2) Allowance: Meals, Incidentals & Private Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#G ... 6.91	138.24 <u>145.15</u>
	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#H ... 1.97	15.18 <u>17.15</u>
Total reimbursable expenses (CAD)				456.73

Tax Coding Summary

	Total Amount
GST	
10600 - 0070 - 0000 - - 8050 - -	16.71
HST	Total Amount

10600 - 0070 - 0000 - - 8050 - -

6.21

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,608.64	1,631.56

Approval History

Date And Time	Approver	Approval Status	Comment
04/07/2017 10:52:40	Myriam Montreuil	Approved	

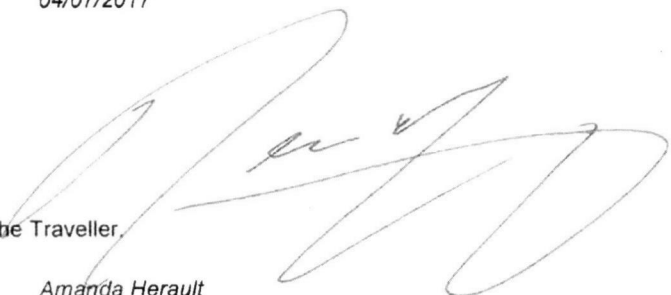
Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name            *Jesse McCormick*

Submit Date              04/07/2017

Signature



Submitted on behalf of the Traveller,

Delegate Name            *Amanda Herault*

Submit Date              04/07/2017

Signature



Recommender Name      *Myriam Montreuil*

Recommended Date       04/07/2017

Signature

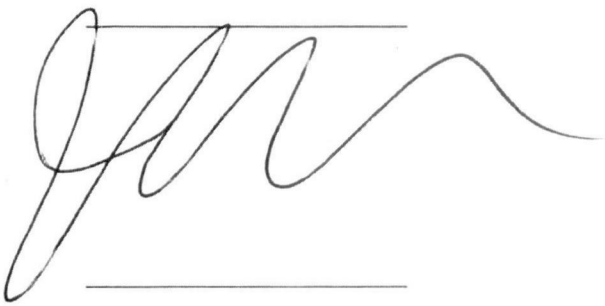
Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**JUL 12 2017**

**Approval Date**

Signature

A handwritten signature in black ink, appearing to be 'Marlo Reynolds', written over a horizontal line.

**Processor Name**

\_\_\_\_\_

**Processed Date**

\_\_\_\_\_

Signature

Travel Request

Travel Request Name: Winnipeg - June 2017

Traveller Name: Jesse McCormick

TIN:

Prepared By: Amanda Herault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 27/06/2017

Travel End Date: 28/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC478229

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Winnipeg - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	472.30
	472.30

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 - -	60.00
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	250.00
Fairmont Hotels And Resorts		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	162.30
Total reimbursable expenses		472.30

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	472.30	472.30

Approval History

Date And Time	Approver	Approval Status	Comment
30/06/2017 14:32:51	Marlo Raynolds	Approved	

Itinerary Details



PNR:

Trip Status: Quoted

Traveller Type: Minister's Exempt Staff

Primary Trip Purpose: Key Stakeholder Engagement - Meetings

Total Itinerary Cost (CAD) 0.00

Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name Jesse McCormick

Submit Date 30/06/2017

Signature



Submitted on behalf of the Traveller.

Delegate Name Amanda Hérault

Submit Date 30/06/2017

Signature




Certified pursuant to section 32 of the Financial Administration Act.

Approver Name Marlo Raynolds

Approval Date 30/06/2017

Signature



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIROMENT CANADA  
200SACR-COEUR  
2IEME ETAGE MINISTERS SUITE  
GATINEAU QC K1A0H3

Invoice No: 510229  
Invoice Date: 19 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MCCORMICK/JESSE M

FLIGHT INFORMATION				
A/I	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08525	27Jun17 07:40 am	27Jun17 09:20 am	OTTAWA INTL - WINNIPEG INTL
AC	08526	28Jun17 07:50 pm	28Jun17 11:11 pm	WINNIPEG INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179322599	903.00	123.48	62.25	1,088.73
BSP CANADA, IATA 0089545792	82.00	4.10	0.00	86.10
Total Fares:				985.00
Total Taxes:				62.25
Total GST/HST:				127.58
Invoice Total:				1,174.83
Payment(s):				
19 Jun 17 Credit Card				1,088.73
19 Jun 17 Credit Card				86.10
Total Payments:				1,174.83
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





2 Lombard Place  
Winnipeg, MB, Canada R3B 0Y3  
T (204) 957-1350 F (204) 956-1791  
G.S.T. Registration #831943758

Govt Cda  
Mr Jesse McCormick

Canada

Room : 1715  
Folio # :  
Cashier # : 1018  
Page # : 1 of 1

Arrival : 06-27-17  
Departure : 06-28-17  
Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
06-27-17	Room Charge		199.00	
06-27-17	Room PST		15.92	
06-27-17	Room GST		9.95	
06-27-17	Accommodation Tax		9.95	
06-27-17	Accommodation Tax - GST		0.50	
06-27-17	Visa			235.32
Total			235.32	235.32
Balance Due			0.00	

GST Summary

Room	9.95
F&B	0.00
Other	0.50
Total	10.45

Thank you for choosing Fairmont Hotels & Resorts.  
To provide feedback about your stay, please contact Drew Fisher, General Manager, at Drew.Fisher@fairmont.com.  
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at  
**www.fairmont.com** or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
**www.fairmont.com** ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois (18,00% par année). J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1 000\$ par jour (du Lundi au Vendredi) et de 2 000\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont



**OPTIONS DE DÉPART SIMPLIFIÉ**

Afin de mieux vous servir, Fairmont vous offre des options de départ simplifiées.

**Départ express**

Si vous souhaitez profiter de notre option Départ express, veuillez remplir tous les champs à droite et déposer le formulaire dans la boîte située au comptoir de la réception.

**Autres options de départ**

Communiquez avec le service Royal pour obtenir les options suivantes :

- départ par téléphone;
- vérification de la facture à l'avance
- services par courriel.

**EASY DEPARTURE OPTIONS**

For your convenience, Fairmont offers you easy departure options.

**Express checkout**

To take advantage of our Express Checkout option, please complete all information in the form at right and return to the drop-off box located at the Front Desk.

**Other departure options**

Contact Royal Service for:

- telephone checkout
- advance folio review
- e-mail services

Nom (en caractères d'imprimerie) | Name (please print)

Chambre | Room

☐ J'autorise l'utilisation de ma carte de crédit pour payer le montant total de mon compte. | I authorize my entire account be processed through my credit card.

Signature | Signature

Date | Date

Veuillez envoyer un exemplaire de mon relevé de compte à l'adresse de courriel ci-dessous : | Please send a copy of my account to the e-mail address below:

Adresse de courriel | E-mail address



s.16(2)  
s.19(1)

Traveler Name:	Jesse McCormick			
Location:	Winnipeg			
Dates of travels:	27-28 June 2017			
Meals and Incidentals:	B	L	D	Inc.
Monday				
Tuesday	X	X	X	
Wednesday	X	X	X	
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	✓			
Taxi receipts	✓			
Miscellaneous receipts				
Traveler Signature				

Please do not include meals that were provided during this trip

BLUE LINE TAXI  
0137 236 1111

TERMINAL ID: 314 674 180  
MERCHANT ID: 4325759A  
VEHICLE ID:  
DRIVER ID:

TRIP NUMBER: 0152  
PASSAIDRS: 1

06-27-2017  
START: 06:18  
END: 06:18

FARE AMOUNT: \$ 39.61

TIP AMOUNT: \$ 4.00

TOTAL: \$ 39.61

ISA SALE:

APPROVAL NUMBER: 040810

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1 800 443-2612  
INQUIRY@TAXIAB.COM  
TAXI160



UNICITY TAXI-237  
240 HARGRAVE PL  
WINNIPEG, MB, R3C 0X5  
(204) 925 3131  
CAK 237

TERM ID: A6137777 BATCHID: 129  
EMPLOYEE ID: 1 SHIFID: 001

Sale

INVT: 0000000003  
VISA Chip  
STOR: 129001001003

Application Label: VISA  
AID: A0000000031010  
IVR: 00 00 00 00 00  
IST: F8 00

Amount: \$ 17.50  
Tip: \$ 2.00

Total: CAD\$ 19.50

APPROVED 03 7880  
001/00

27-Jun-17 09:54:59

CUSTOMER COPY  
THANK YOU!

Transaction

Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 28/06/2017  
Amount: \$0.00 CAD  
Meals and incidentals

Expenses   Coding   Approval   Summary

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date   End Date  
27/06/2017   28/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
27/06/2017	Canada - Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/06/2017	Canada - Manitoba	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28/06/2017	Canada - Manitoba	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Manitoba	145.15	0.00	0.00
Canada	Ontario	17.15	0.00	0.00

[Save](#)   [Cancel](#)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend the World Environment Day events in Niagara-Toronto - June 2017

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Mandat principal - Autre

Autre objet du voyage: Annonce

Nom de la demande de voyage: Niagara-Toronto - June 2017

Date de début du déplacement: 04/06/2017

Date de fin du déplacement: 05/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC443156

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	568.92
(Moins) Total des dépenses non remboursables :	259.30
Total des dépenses remboursables :	309.62
Montant total dû voyageur :	309.62
Dépenses non remboursables	



Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	02/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -		259.30
Manual Prepaid				<u>259.30</u>
Porter Airlines				
Total des dépenses non remboursables (CAD)				259.30

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	05/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	ON*TVH 33.17	276.45
Other		10600 - 0070 - 0000 - - 8050 - -		<u>309.62</u>
Total des dépenses remboursables (CAD)				309.62

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	33.17

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	535.75	568.92

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
19/06/2017 10:47:19	Myriam Montreuil	Autorisé(e)	
16/06/2017 14:06:02	Marlo Raynolds	Autorisé(e)	
14/06/2017 13:12:00	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur Catherine McKenna

Date de soumission 13/06/2017

Signature

Soumis au nom du voyageur.

Nom du délégué Amanda Herault

Date de soumission 13/06/2017

Signature

Nom de l'émetteur de la recommandation Myriam Montreuil

Date recommandée 14/06/2017

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

Nom de l'approbateur Marlo Raynolds

Date d'autorisation 16/06/2017

Signature

**Nom de la personne responsable du traitement**      *Myriam Montreuil*

**Date de traitement**      *19/06/2017*

Signature

Expense Report Name: To attend the World Environment Day events in Niagara-Toronto - June 2017

## Expense Report Summary

<b>Total allocated expenses :</b>	<b>568.92</b>
(Minus) Total non-reimbursable expenses :	259.30
<b>Total reimbursable expenses :</b>	<b>309.62</b>
<b>Total due traveller :</b>	<b>309.62</b>

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	02/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -		259.30
Manual Prepaid				<u>259.30</u>
Porter Airlines				
Total non-reimbursable expenses (CAD)				259.30

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	05/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	ON*HST 33.17	276.45
		10600 - 0070 - 0000 - - 8050 - -		<u>309.62</u>
Other				
Total reimbursable expenses (CAD)				309.62

Tax Coding Summary

	Total Amount
HST	
10600 - 0070 - 0000 - - 8050 - -	33.17

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	535.75	568.92

Approval History

Date And Time	Approver	Approval Status	Comment
14/06/2017 13:12:00	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name**                      *Catherine McKenna*

**Submit Date**                      13/06/2017

Signature



Submitted on behalf of the Traveller.

**Delegate Name**                      *Amanda Herault*

**Submit Date**                      13/06/2017

Signature



**Recommender Name**              *Myriam Montreuil*

**Recommended Date**              14/06/2017


Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**                      *Marlo Reynolds*

16 JUIN 2017

**Approval Date**



Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature



Travel Request

Travel Request Name: Niagara-Toronto - June 2017

Traveller Name: Catherine McKenna  
TIN:  
Prepared By: Amanda Herault  
Policy Module: M3D - Domestic - Overnight Stay  
Trip Purpose: Core Mandate - Other  
Other Trip Purpose: Announcement  
Alternative To Travel: Personal attendance required  
Travel Start Date: 04/06/2017  
Travel End Date: 05/06/2017  
Approval Status: Approved  
Primary Location:  
Secondary Location:

Online TAN: .AMC443156  
Fiscal Year: 2017-2018  
Travel Outside Default Division: N  
Blanket Travel Authority Applied: No

Vendor Code:  
Custom Field 1:  
Custom Field 2:  
Custom Field 3:  
Custom Field 4:  
Custom Field 5:

Event:  
Comments:

Niagara-Toronto - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	431.15
	431.15

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	350.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	81.15
Total reimbursable expenses		431.15

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - 460063 -	431.15	431.15

Approval History

Date And Time	Approver	Approval Status	Comment
13/06/2017 09:41:31	Marlo Raynolds	Approved	
13/06/2017 09:23:08	Amanda Herault	Selected Approver Changed	
13/06/2017 08:31:35	Amanda Herault	Selected Approver Changed	

Itinerary Details

PNR:	
Trip Status:	Quoted

**Traveller Type:** *Minister*  
**Primary Trip Purpose:** *Core Mandate - Other*

Total Itinerary Cost (CAD) 0.00

### Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Catherine McKenna*

**Submit Date** *13/06/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Hauralt*

**Submit Date** *13/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**Approval Date** *13/06/2017*

Signature



McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU.QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 508097  
Invoice Date: 2 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION				
A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00234	04Jun17 03:30 pm	04Jun17 04:30 pm	OTTAWA INTL - TORONTO BILLY BISHOP ARPT
REFERENCE / SALE DESCRIPTION		BASE FARE	GST/ HST	OTHER TAXES
PORTER AIRLINES		149.25	24.88	42.12
BSP CANADA, IATA 0089534310		41.00	2.05	0.00
Total Fares:				190.25
Total Taxes:				42.12
Total GST/HST				26.93
Invoice Total:				259.30
Payment(s):				
02 Jun 17 Credit Card				216.25
02 Jun 17 Credit Card				43.05
Total Payments:				259.30
Balance Due (CAD):				0.00

PORTER CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FIRM FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

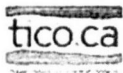
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation

McCord Travel Management service fees are non-refundable

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



pillarpost

HOTEL

Reservation Number 1922628

Send to Catherine McKenna

Phone 819-938-9368

Guest Name Catherine McKenna      Arrival Date 6/4/2017      Departure Date 6/5/2017

Room Information 260 -

Bill To Catherine McKenna

Phone 819-938-9368

Folio Number				
Trans Date	Description		Detail	Amount
Charges				
6/4/2017	Pre Summer Sale		pp -260	259.00
6/4/2017	HST Tax		HST	33.67
6/4/2017	Resort Fee		Resort Fee	15.00
6/4/2017	HST Tax		HST	1.95
	Total Charges			309.62
Payments				
6/5/2017	Visa	08771260	0001098483	-309.62
	Total Payments			-309.62
			Balance Due:	0.00

	HST Tax	Total
Total Tax	35.62	\$35.62

HST Registration # 135532901RT001

I agree with the information provided herein and will remain personally liable for the payment of the account. In the event my employer or other third party is responsible for payment and fails to do so, the liability for this account will belong to me.

It's always best to book direct with Vintage Hotels to ensure the best rate and availability. Our properties are very unique, and only we know them best!  
Visit our official website at [www.vintage-hotels.com](http://www.vintage-hotels.com) or call our Reservation Specialists direct at 1-888-669-5566.

The Pillar and Post Inn - The Prince of Wales Hotel - The Moffat Inn  
Queens Landing Inn - The Millcroft Inn - The Parlour Inn

Corporate Headquarters Vintage Hotels  
P.O.Box 1011, 526 Regent Street, Niagara-on-the-Lake, ON, Canada L0S 1J0 905-468-2123 or 1888-669-5566 •[www.vintage-hotels.com](http://www.vintage-hotels.com)

Traveler Name:	Minister			
Location:	Niagara on the lake			
Dates of travel:	4-5 June			
Meals and incidentals:	B	L	D	Incidentals
Monday 5				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday 4				
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

## Montreuil, Myriam (EC)

---

**From:** Angrignon-Duval, Jael (EC)  
**Sent:** June 14, 2017 12:38 PM  
**To:** Montreuil, Myriam (EC)  
**Subject:** RE: Autorisation hôtel - Catherine McKenna AMC443156 - Jocelyn Lubczuk AMC456777

Approuvé.

*Jael Angrignon-Duval*

Gestionnaire des opérations comptables pour les régions de l'Est /  
Eastern Region Accounting Operations Manager  
Environnement et Changement climatique Canada/Environment and Climate Change Canada  
Tel.: 819-938-3069  
[jael.angrignon-duval@canada.ca](mailto:jael.angrignon-duval@canada.ca)

**From:** Montreuil, Myriam (EC)  
**Sent:** June 14, 2017 11:24 AM  
**To:** Angrignon-Duval, Jael (EC)  
**Subject:** Autorisation hôtel - Catherine McKenna AMC443156 - Jocelyn Lubczuk AMC456777

Salut Jael,

Ci-dessous un hôtel à approuver.

Hôtel : The Pillar and Post Inn  
Voyageurs : Catherine McKenna et Jocelyn Lubczuk  
Destination : Niagara-on-the-lake  
Date : 4 juin 2017  
Maximum autorisé : 200\$  
Montant payé : 259\$  
Justification : Most hotels already reserved. Went with availability

Merci,

*Myriam Montreuil, CPA, CMA*

Agente financière / Financial officer  
Environnement et Changement Climatique Canada/Environment and Climate Change Canada  
200 Boulevard Sacré-Cœur, Gatineau (Québec), K1A 0H3  
819-938-9239



Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To participate in the Paddle the Rouge event in Toronto - June 2017

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Toronto - June 2017

Date de début du déplacement: 17/06/2017

Date de fin du déplacement: 18/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC477464

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	713.32
(Moins) Total des dépenses non remboursables :	632.17
Total des dépenses remboursables :	81.15
Montant total dû voyageur :	81.15
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	15/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - -		632.17
Manual Prepaid				<u>632.17</u>
Air Canada				
Air Canada and Porter Airlines				
Total des dépenses non remboursables (CAD)				632.17

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Indemnités pour hébergement, repas et frais accessoires	18/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 9.34	71.81
				<u>81.15</u>
Total des dépenses remboursables (CAD)				81.15

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	9.34

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51498 - 282202 - 0070 - PBJ2 - 2001 - -	703.98	713.32

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
05/07/2017 09:27:53	Myriam Montreuil	Autorisé(e)	
04/07/2017 15:04:16	Marlo Reynolds	Autorisé(e)	
22/06/2017 09:19:23	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageurCatherine McKenna

Date de soumission22/06/2017

Signature

Soumis au nom du voyageur.

Nom du déléguéAmanda Herault

Date de soumission22/06/2017

Signature

Nom de l'émetteur de la recommandationMyriam Montreuil

Date recommandée22/06/2017

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**     *Marlo Raynolds*

**Date d'autorisation**     *04/07/2017*

Signature

**Nom de la personne  
responsable du  
traitement**     *Myriam Montreuil*

**Date de traitement**     *05/07/2017*

Signature

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	15/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - -		632.17
Manual Prepaid				<u>632.17</u>
Air Canada				
Air Canada and Porter Airlines				
Total non-reimbursable expenses (CAD)				632.17

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	18/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#H ... 9.34	<u>71.81</u> 81.15
Total reimbursable expenses (CAD)				81.15

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	9.34

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	703.98	713.32

Approval History

Date And Time	Approver	Approval Status	Comment
22/06/2017 09:19:23	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** Catherine McKenna

**Submit Date** 22/06/2017

Signature



Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 22/06/2017

Signature



**Recommender Name** Myriam Montreuil

**Recommended Date** 22/06/2017

Signature

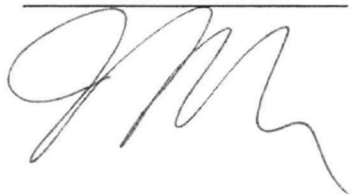
Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date**

JUL - 4 2017

Signature





Processor Name \_\_\_\_\_

Processed Date \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Toronto - June 2017

Traveller Name: Catherine McKenna

TIN:

Prepared By: Amanda Herault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 17/06/2017

Travel End Date: 18/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC477464

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Toronto - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	81.15
	81.15

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
2) Allowance: Meals, Incidentals & Private Accommodation	51498 - 282202 - 0070 - PBJ2 - 2001 - -	81.15
Total reimbursable expenses		81.15

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	81.15	81.15

Approval History

Date And Time	Approver	Approval Status	Comment
22/06/2017 08:07:39	Marlo Raynolds	Approved	

Itinerary Details

PNR:

Trip Status: *Quoted*

Traveller Type: *Minister*

Primary Trip Purpose: *Key Stakeholder Engagement - Meetings*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Catherine McKenna*

**Submit Date** *22/06/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *22/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *22/06/2017*

Signature



McCord TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 509726  
Invoice Date: 15 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00463	17Jun17 06:00 pm	17Jun17 07:04 pm	OTTAWA INTL - TORONTO PEARSON

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179167117	211.00	31.35	30.12	272.47
BSP CANADA, IATA 0089545561	41.00	2.05	0.00	43.05
Total Fares:				252.00
Total Taxes:				30.12
Total GST/HST:				33.40
Invoice Total:				315.52
Payment(s):				
15 Jun 17 Credit Card				272.47
15 Jun 17 Credit Card				43.05
Total Payments:				315.52
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no: R897192522 TICO no: 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU.QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 509728  
Invoice Date: 15 Jun 2017  
Client No:  
Agent: |  
PNR: |

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00255	18Jun17 08:30 pm	18Jun17 09:26 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	169.15	27.60	43.12	239.87
PORTER AIRLINES	-169.15	-27.60	-43.12	-239.87
BSP CANADA, IATA 0089545562	41.00	2.05	0.00	43.05
Total Fares:				41.00
Total Taxes:				0.00
Total GST/HST:				2.05
Invoice Total:				43.05
Payment(s):				
15 Jun 17 Credit Card				239.87
15 Jun 17 Credit Card				43.05
19 Jun 17 Credit Card				-239.87
Total Payments:				43.05
Balance Due (CAD):				0.00

PORTER CONFIRMATION  
AIR TICKET AND SERVICE FEE//TRIP CANCELLED AND REFUNDED TO MASTERCARD

SAME DAY CHANEG AT AIRPORT DONE BY TRAVELLER 84.75 CHANGE TO PD251 ( VISA ENDING IN NOT REFUNDABLE)

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

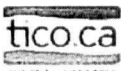
Passenger(s) are responsible to obtain the necessary documentation such as (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 510129  
Invoice Date: 18 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00255	18Jun17 08:30 pm	18Jun17 09:26 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9567943261 for MCKENNA/CATHERINE MARY MS	199.00	31.48	43.12	273.60
Total Fares:				199.00
Total Taxes:				43.12
Total GST/HST:				31.48
Invoice Total:				273.60
Payment(s):				
18 Jun 17 Credit Card				273.60
Total Payments:				273.60
Balance Due (CAD):				0.00

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

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Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no R897192522 TICO no. 4800003



Traveler Name:	Minister			
Location:	Toronto			
Dates of travel:	17-18 June			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday 17			✓	
Sunday 18	✓	✓		
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

**Herault, Amanda (EC)**

---

**From:**  
**Sent:** Tuesday, June 20, 2017 10:30  
**To:** Herault, Amanda (EC)  
**Subject:** Re: Invoice request

Good morning Ms. Herault,

Thank you for your email.

Unfortunately, we did not have accommodations for Minister Catherine McKenna and offered complimentary accommodation at the Park Hyatt hotel.

The accommodation fees for this oversight was settled by our hotel, however if Minister McKenna utilized other services, she would need to contact the Park Hyatt for any receipts.

Please let me know if I can be of further assistance.

Regards,

**Accounts Specialist**

220 Bloor Street West  
Toronto, Ontario, Canada M5S 1T8  
Main : +1 416.960 5200  
Direct :  
Fax : +1.416.324.5895

**From:** Herault, Amanda (EC) <[amanda.herault@canada.ca](mailto:amanda.herault@canada.ca)>  
**Sent:** June 20, 2017 10:19:44 AM  
**To:**  
**Subject:** Invoice request

Good morning,

Would it be possible to get a clarification regarding a reservation?

Minister Catherine McKenna, confirmation was booked for a one night stay on June 17. She was told the hotel was overbooked and they moved her to another hotel. Was there fees charged to her credit card? If so, I would need the invoice to reimburse her.

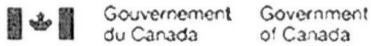
Thanks,

*Amanda Héroult*

Adjointe exécutive, Cabinet de la ministre  
Environnement et Changement Climatique Canada / Gouvernement du Canada

[Amanda.Herault@canada.ca](mailto:Amanda.Herault@canada.ca) / Tél : 819-938-9368 / BB :

Executive Assistant, Minister's Office  
Environment and Climate Change Canada / Government of Canada  
[Amanda.Herault@canada.ca](mailto:Amanda.Herault@canada.ca) / Tel : 819-938-9368 / BB :



Canada



Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend the G7 and to meet with the Pope in Italy - June 2017

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Italy - June 2017

Date de début du déplacement: 09/06/2017

Date de fin du déplacement: 14/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC440341

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	9,439.34
(Moins) Total des dépenses non remboursables :	8,344.12
Total des dépenses remboursables :	1,095.22
Montant total dû voyageur :	1,095.22
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	06/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		8,344.12
Manual Prepaid				<u>8,344.12</u>
Air Canada				
Air Canada and Lufthansa				
Total des dépenses non remboursables (CAD)				8,344.12

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	14/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		838.78
Other		564.00 (EUR)		<u>838.78</u>
2) Indemnités pour hébergement, repas et frais accessoires	14/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		118.11
		79.20 (EUR)		<u>118.11</u>
	14/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		81.66
		54.76 (EUR)		<u>81.66</u>
2) Indemnités pour hébergement, repas et frais accessoires	10/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		56.67
		37.65 (EUR)		<u>56.67</u>
Total des dépenses remboursables (CAD)				1,095.22

Récapitulatif codes de taxes

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51497 - 285100 - 0070 - PBJ2 - 2001 - -	9,439.34	9,439.34



Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
05/07/2017 09:34:26	Myriam Montreuil	Autorisé(e)	
04/07/2017 15:04:25	Marlo Raynolds	Autorisé(e)	
28/06/2017 14:19:29	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageurCatherine McKenna

Date de soumission23/06/2017

Signature

Soumis au nom du voyageur.

Nom du déléguéAmanda Herault

Date de soumission23/06/2017

Signature

Nom de l'émetteur de la recommandationMyriam Montreuil

Date recommandée28/06/2017

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**     *Marlo Raynolds*

**Date d'autorisation**     *04/07/2017*

Signature

**Nom de la personne  
responsable du  
traitement**     *Myriam Montreuil*

**Date de traitement**     *05/07/2017*

Signature

Expense Report Name: To attend the G7 and to meet with the Pope in Italy - June 2017

Traveller Name: Catherine McKenna

**TIN:**

Prepared By: Amanda Herault

**Policy Module:** *M4 - International - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

Travel Request Name: Italy - June 2017

Travel Start Date: 09/06/2017

Travel End Date: 14/06/2017

**ER Approval Status:** *Approval Required*

**Primary Location:**

Secondary Location:

**Online TAN:** *AMC440341*

Fiscal Year: 2017-2018

Travel Outside Default *N*

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>9,439.34</b>
(Minus) Total non-reimbursable expenses :	8,344.12
<b>Total reimbursable expenses :</b>	<b>1,095.22</b>
<b>Total due traveller :</b>	<b>1,095.22</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
5) Commercial Air	06/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -			8,344.12
Manual Prepaid					<u>8,344.12</u>
Air Canada					
Air Canada and Lufthansa					
Total non-reimbursable expenses (CAD)					8,344.12

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	14/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -			838.78
Other			564.00 (EUR)		<u>838.78</u>
2) Allowance: Meals, Incidentals & Private Accommodation	14/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -			118.11
			79.20 (EUR)		<u>118.11</u>
	14/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -			81.66
			54.76 (EUR)		<u>81.66</u>
2) Allowance: Meals, Incidentals & Private Accommodation	10/06/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -			56.67
			37.65 (EUR)		<u>56.67</u>
Total reimbursable expenses (CAD)					1,095.22

Tax Coding Summary

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51497 - 285100 - 0070 - PBJ2 - 2001 - -	9,439.34	9,439.34

Approval History

Date And Time	Approver	Approval Status	Comment
28/06/2017 14:19:29	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Catherine McKenna

Submit Date 23/06/2017

Signature 

Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

Submit Date 23/06/2017

Signature 

Recommender Name Myriam Montreuil

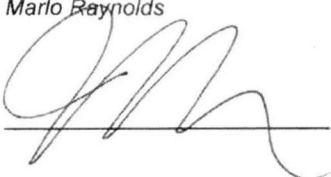
Recommended Date 28/06/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name Marlo Reynolds

Approval Date



JUL - 4 2017

Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Italy - June 2017

Traveller Name: Catherine McKenna

TIN:

Prepared By: Amanda Hérault

Policy Module: M4 - International - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 09/06/2017

Travel End Date: 14/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC440341

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments: Italy - June 2017

Travel Request Summary



Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	1,240.44
	1,240.44

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type	Amount
16) Commercial Accommodation51497 - 285100 - 0070 - PBJ2 - 2001 - -	1,000.00
Other	
2) Allowance: Meals, Incidentals & Private Accommodation51497 - 285100 - 0070 - PBJ2 - 2001 - -	240.44
Total reimbursable expenses	1,240.44

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51497 - 285100 - 0070 - PBJ2 - 2001 - -	1,240.44	1,240.44

Approval History

Date And Time	Approver	Approval Status	Comment
23/06/2017 08:12:30	Marlo Raynolds	Approved	

Itinerary Details

PNR:	
Trip Status:	Quoted

**Traveller Type:** Minister  
**Primary Trip Purpose:** Key Stakeholder Engagement - Meetings

Total Itinerary Cost (CAD) 0.00

Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** Catherine McKenna

**Submit Date** 23/06/2017

Signature 

Submitted on behalf of the Traveller.

**Delegate Name** Amanda Hauralt

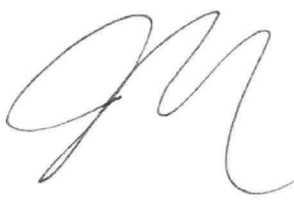
**Submit Date** 23/06/2017

Signature 

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** 23/06/2017

Signature 

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

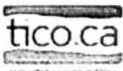
Invoice No: 508521  
Invoice Date: 6 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00838	09Jun17 08:55 pm	10Jun17 10:10 am	OTTAWA INTL - FRANKFURT INTL
LH	00284	10Jun17 12:10 pm	10Jun17 01:30 pm	FRANKFURT INTL - BOLOGNA MARCONI
AC	00891	14Jun17 02:05 pm	14Jun17 05:25 pm	ROME DA VINCI - TORONTO PEARSON
AC	00464	14Jun17 07:10 pm	14Jun17 08:10 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9567852787/88 for MCKENNA/CATHERINE MARY MS	7,210.00	3.51	1,044.51	8,258.02
BSP CANADA, IATA 0089534504	82.00	4.10	0.00	86.10
Total Fares:				7,292.00
Total Taxes:				1,044.51
Total GST/HST:				7.61
Invoice Total:				8,344.12
Payment(s):				
06 Jun 17 Credit Card				8,258.02
06 Jun 17 Credit Card				86.10
Total Payments:				8,344.12
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION NUMBER  
LUFTHANSA CONFIRMATION NUMBER '  
IN CASE OF CANCELLATION PRIOR TO DEPARTURE  
\$600CAD IS NON-REFUNDABLE  
CHANGES \$500CAD EACH/PLUS THE FARE DIFFERENCE  
VALID PASSPORT REQUIRED FOR TRAVEL



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
**Passenger(s)** MCKENNA/CATHERINE MARY MS

Invoice No: 508521  
Invoice Date: 6 Jun 2017  
Client No:  
Agent:  
PNR:

**TERMS AND CONDITIONS**

AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 14

s.16(2)

s.19(1)



FATTURA 16406

Page	1 of 1
Date	14-JUN-2017
Time	07:57:02
Cashier	
User ID	

Info Payer  
Catherine Mckenna  
Canada

Room Number 240  
Check-In 12-06-17  
Check-Out 14-06-17  
Confirmation Number 15985955  
CRS Number 92988206  
Ta Locator

Date	Text	VAT	Charges	Credits
12-06-17	Appartamento Iva Inclusa		275.00	
12-06-17	Riscosso Contributo di Soggiorno	0%	7.00	
13-06-17	Appartamento Iva Inclusa		275.00	
13-06-17	Riscosso Contributo di Soggiorno	0%	7.00	
14-06-17	Visa			564.00

Tax Rate	Net	VAT	Total Charges	Total Credits
Iva 10%	500.00	50.00	564.00	564.00
Non Imponibile Art. 2	14.00	0.00	564.00	

Merchant ID	Credit Card #
Transaction ID 17216035	Credit Card Expiry XX/XX
Approval Code	Capture Method Manual
Approval Amount 564	Transaction Amount 564

Coordinate Bancarie/Bank Details: UNICREDIT SPA - IBAN: IT 54 H 02008 11835 000003987129- SWIFT CODE: UNCRITMMOTC  
Sede Operativa: Boscolo Hotel Exedra Roma - Piazza della Repubblica, 47 - 00185 ROMA Fax: +390648938000 Tel: +3906489381 Web  
Page: www.boscolohotels.com  
Boscolo Hotels S.p.a. - Sede legale: via Victor Hugo n.2, 20123 MILANO - C.F./Reg.Impr. Milano: 02999420272 - P.I.03350660282 - REA  
MI 1780914 - Capitale sociale: Euro 1.217.716,50 i.v.

VISA VISA MAG  
ACQUISTO  
BOSCOLO HOTELS SPA  
PIAZZA DELLA REPUBBLICA  
ROMA  
Eserc. 404835800001  
A.I.I.C. 00000000068  
Data 14/06/17 Ora 07:56  
TML 32285028 STAN 004982  
Mod. Online B.C. MAN  
AUT. 093211  
PAN  
CVM Firma  
--- COPIA --- CLIENTE ---  
IMPORTO EUR 564,00  
C/M SIGNATURE - FIRMA  
.....  
TRANSAZIONE ESEGUITA  
GRAZIE E ARRIVEDERCI  
UNICREDIT SPA

Traveler Name:	Minister			
Location:	Italy			
Dates of travel:	9-14 June			
Meals and incidentals:	B	L	D	Incidentals
Monday 12			✓	
Tuesday 13			✓	✓
Wednesday 14				
Thursday				
Friday 9				
Saturday 10		✓		
Sunday 11				
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.





# Daily Exchange Rates Lookup

## Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Data Available as: CSV ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/csv?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/csv?start_date=2017-06-12&end_date=2017-06-14)) , JSON ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/json?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/json?start_date=2017-06-12&end_date=2017-06-14)) and XML ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/xml?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/xml?start_date=2017-06-12&end_date=2017-06-14))

New Lookup

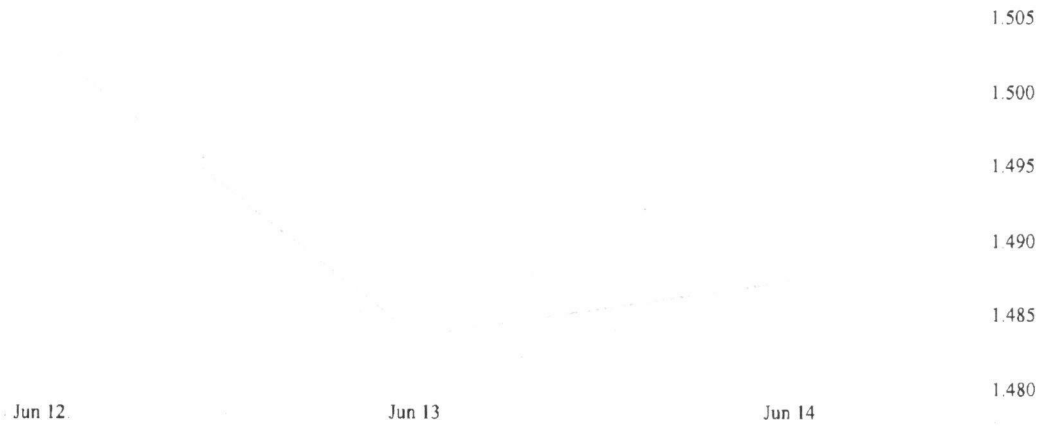
## View data for the past:

- 1 Week
- 2 Weeks
- 1 Month
- 3 Months
- 6 Months
- 1 Year

## European euro (EUR)

Low [High]	2017-06-13	1.4835 CAD [0.6741 EUR]
Average	2017-06-12 — 2017-06-14	1.4913 CAD [0.6706 EUR]
High [Low]	2017-06-12	1.5032 CAD [0.6652 EUR]

European euro → Canadian dollar



Date	EUR → CAD	CAD → EUR
2017-06-12	1.5032	0.6652
2017-06-13	1.4835	0.6741
2017-06-14	1.4872	0.6724

Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 10/06/2017  
Amount: \$56.67 CAD ( Original Amount €37.65 EUR)  
Meals and incidentals (10/06)

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date	End Date
10/06/2017	10/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
10/06/2017	Germany - Frankfurt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Germany	Frankfurt	56.67	0.00	0.00

DeleteSaveCancel

Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 14/06/2017  
Amount: \$199.77 CAD ( Original Amount €133.96 EUR)  
Meals and incidentals (12-14/06)

Expenses   Coding   Approval   Summary

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel

Start Date                      End Date  
12/06/2017                      14/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
12/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Italy	Rome	118.12	81.66	0.00

Delete   Save   Cancel

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make an announcement in Montreal - June 2017

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M2 : Hors de la zone d'affectation - sans nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Montreal - June 2017

Date de début du déplacement: 26/06/2017

Date de fin du déplacement: 26/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC409887

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	18.05
Total des dépenses remboursables :	18.05
Montant total dû voyageur :	18.05
Dépenses remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Indemnités pour hébergement, repas et frais accessoires	26/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC#T ... 2.50	15.55 <hr/> 18.05
Total des dépenses remboursables (CAD)				18.05

Récapitulatif codes de taxes

TPS	Montant total
10600 - 0070 - 0000 - - 8050 - -	2.50

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51498 - 282202 - 0070 - PBJ2 - 2001 - -	15.55	18.05

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
15/08/2017 15:42:00	Myriam Montreuil	Autorisé(e)	
14/08/2017 09:48:06	Marlo Raynolds	Autorisé(e)	
04/07/2017 10:46:57	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur Catherine McKenna

Date de soumission 30/06/2017

Signature

Soumis au nom du voyageur.

**Nom du délégué**                      *Amanda Herault*

**Date de soumission**                *30/06/2017*

Signature

**Nom de l'émetteur de la recommandation**    *Myriam Montreuil*

**Date recommandée**                *04/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**            *Marlo Reynolds*

**Date d'autorisation**                *14/08/2017*

Signature

**Nom de la personne responsable du traitement**    *Myriam Montreuil*

**Date de traitement**                *15/08/2017*

Signature



Expense Report Statement

Expense Report Name: To make an announcement in Montreal - June 2017

Traveller Name: Catherine McKenna

TIN:

Prepared By: Amanda Herault

Policy Module: M2 - Outside Headquarters - No Overnight

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Montreal - June 2017

Travel Start Date: 26/06/2017

Travel End Date: 26/06/2017

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC409887

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	18.05
Total reimbursable expenses :	18.05
Total due traveller :	18.05

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	26/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - -			15.55
		10600 - 0070 - 0000 - - 8050 - -		QC#G ... 2.50	
					18.05

Expense Type	Date	Foreign Amount	Tax Amount	Amount
Total reimbursable expenses (CAD)				18.05

Tax Coding Summary

	Total Amount
GST	
10600 - 0070 - 0000 -- 8050 --	2.50

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 --	15.55	18.05

Approval History

Date And Time	Approver	Approval Status	Comment
04/07/2017 10:46:57	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Catherine McKenna

Submit Date 30/06/2017

Signature 

Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

Submit Date 30/06/2017

Signature 

**Recommender Name**     *Myriam Montreuil*

**Recommended Date**     04/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**     *Marlo Raynolds*

**Approval Date**               AUG 14 2017          

Signature     

**Processor Name**     \_\_\_\_\_

**Processed Date**     \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Montreal - June 2017

Traveller Name: Catherine McKenna

TIN:

Prepared By: Amanda Herault

Policy Module: M2 - Outside Headquarters - No Overnight

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 26/06/2017

Travel End Date: 26/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC409887

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Montreal - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	18.05
	18.05

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	18.05
51498 - 282202 - 0070 - PBJ2 - 2001 - -	
Total reimbursable expenses	18.05

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	18.05	18.05

Approval History

Date And Time	Approver	Approval Status	Comment
30/06/2017 13:43:43	Marlo Raynolds	Approved	

Itinerary Details

PNR:	
Trip Status:	Quoted
Traveller Type:	Minister
Primary Trip Purpose:	Key Stakeholder Engagement - Meetings

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name**                      *Catherine McKenna*

**Submit Date**                      30/06/2017

Signature 

Submitted on behalf of the Traveller.

**Delegate Name**                      *Amanda Herault*

**Submit Date**                      30/06/2017

Signature 

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name**                      *Marlo Raynolds*

**Approval Date**                      30/06/2017

Signature 



Traveler Name:	Minister			
Location:	Montreal			
Dates of travel:	26/06			
Meals and incidentals:	B	L	D	Incidentals
Monday		✓		
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 26/06/2017  
Amount: \$0.00 CAD  
Meals and incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

☒ I am travelling within Module 1 or 2 and I am requesting an accommodation and/or incidental allowance.

Reason for request 

Had to pay for lunch.

Enter the date range of travel.

Start Date                      End Date  
26/06/2017                      26/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner
26/06/2017	Canada - Quebec	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Quebec	18.05	0.00	0.00

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make an announcement in Charlottetown PEI - June 2017

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Charlottetown PEI - June 2017

Date de début du déplacement: 27/06/2017

Date de fin du déplacement: 28/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC458542

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	1,702.21
(Moins) Total des dépenses non remboursables :	1,404.36
Total des dépenses remboursables :	297.85
Montant total dû voyageur :	297.85
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	20/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - -		1,404.36
Manual Prepaid				<u>1,404.36</u>
Air Canada				
Total des dépenses non remboursables (CAD)				1,404.36

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	28/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*TVH 36.58	261.27
Other				<u>297.85</u>
Total des dépenses remboursables (CAD)				297.85

Récapitulatif codes de taxes

TVH	Montant total
-----	36.58

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51498 - 282202 - 0070 - PBJ2 - 2001 - -	1,665.63	1,702.21

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
14/08/2017 17:14:27	Thu Van Tran	Autorisé(e)	
14/08/2017 09:48:14	Marlo Raynolds	Autorisé(e)	
07/07/2017 09:25:53	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur	Catherine McKenna
Date de soumission	06/07/2017

Signature

Soumis au nom du voyageur.

Nom du délégué	Amanda Herault
Date de soumission	06/07/2017

Signature

Nom de l'émetteur de la recommandation	Myriam Montreuil
Date recommandée	07/07/2017

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

Nom de l'approbateur	Marlo Raynolds
Date d'autorisation	14/08/2017

Signature

**Nom de la personne  
responsable du  
traitement**      *Thu Van Tran*

**Date de traitement**      *14/08/2017*

Signature

Expense Report Name: To make an announcement in Charlottetown PEI - June 2017

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** *Amanda Herault*

Policy Module: *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

**Travel Request Name:** *Charlottetown PEI - June 2017*

Travel Start Date: 27/06/2017

Travel End Date: 28/06/2017

**ER Approval Status:** *Approval Required*

**Primary Location:**

Secondary Location:

Online TAN: *AMC458542*

Fiscal Year: 2017-2018

Travel Outside Default Division:

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

## Expense Summary

<b>Total allocated expenses :</b>	<b>1,702.21</b>
(Minus) Total non-reimbursable expenses :	1,404.36
<b>Total reimbursable expenses :</b>	<b>297.85</b>
<b>Total due traveller :</b>	<b>297.85</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	20/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - -		1,404.36
Manual Prepaid				<u>1,404.36</u>
Air Canada				
Total non-reimbursable expenses (CAD)				1,404.36

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	28/06/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - -	PE*HST 36.58	261.27
				<u>297.85</u>
Other				
Total reimbursable expenses (CAD)				297.85

Tax Coding Summary

	Total Amount
HST	
-----	36.58

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	1,665.63	1,702.21

Approval History

Date And Time	Approver	Approval Status	Comment
07/07/2017 09:25:53	Myriam Montreuil	Approved	

Signatures

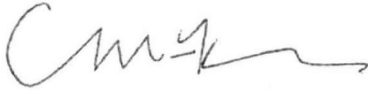


I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** Catherine McKenna

**Submit Date** 06/07/2017

Signature



Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 06/07/2017

Signature



**Recommender Name** Myriam Montreuil

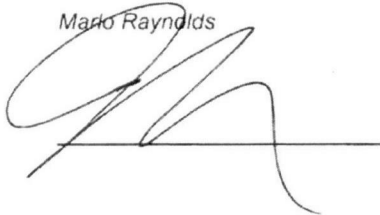
**Recommended Date** 07/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** Mario Raynolds

**Approval Date**



Signature

Processor Name \_\_\_\_\_

Processed Date \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Charlottetown PEI - June 2017

Traveller Name: Catherine McKenna

TIN:

Prepared By: Amanda Herault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 27/06/2017

Travel End Date: 28/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC458542

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments: Charlottetown PEI - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	300.00
	300.00

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type	Amount
16) Commercial Accommodation51498 - 282202 - 0070 - PBJ2 - 2001 - -	300.00
Other	
Total reimbursable expenses	300.00

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	300.00	300.00

Approval History

Date And Time	Approver	Approval Status	Comment
30/06/2017 14:32:39	Mario Raynolds	Approved	

Itinerary Details

PNR:

Trip Status: Quoted

Traveller Type: Minister

Primary Trip Purpose: Key Stakeholder Engagement - Meetings

Total Itinerary Cost (CAD) 0.00

Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name Catherine McKenna

Submit Date 30/06/2017

Signature



Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

Submit Date 30/06/2017

Signature



Certified pursuant to section 32 of the Financial Administration Act.

Approver Name Marlo Raynolds

Approval Date 30/06/2017

Signature



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 510827  
Invoice Date: 23 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00469	27Jun17 06:00 am	27Jun17 07:03 am	OTTAWA INTL - TORONTO PEARSON
AC	01706	27Jun17 07:55 am	27Jun17 10:54 am	TORONTO PEARSON - CHARLOTTETOWN
AC	08627	28Jun17 04:05 pm	28Jun17 04:50 pm	CHARLOTTETOWN - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
CHANGE FEE 2179466098	75.00	9.75	0.00	84.75
Total Fares:				75.00
Total Taxes:				0.00
Total GST/HST:				9.75
Invoice Total:				84.75
Payment(s):				
23 Jun 17 Credit Card				84.75
Total Payments:				84.75
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION I  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510343/TKT 2179364263  
\*\*\*\*\*  
RETURN FLIGHT CHANGE  
PREVIOUS TICKET NUMBER 2179369226/INVOICE 510370



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 510827  
Invoice Date: 23 Jun 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 510343  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00469	27Jun17 06:00 am	27Jun17 07:03 am	OTTAWA INTL - TORONTO PEARSON
AC	01706	27Jun17 07:55 am	27Jun17 10:54 am	TORONTO PEARSON - CHARLOTTETOWN
AC	01709	28Jun17 05:40 am	28Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	28Jun17 08:10 am	28Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179364263	1,026.00	142.26	65.25	1,233.51
BSP CANADA, IATA 0089545844	82.00	4.10	0.00	86.10
Total Fares:				1,108.00
Total Taxes:				65.25
Total GST/HST:				146.36
Invoice Total:				1,319.61
Payment(s):				
20 Jun 17 Credit Card				1,233.51
20 Jun 17 Credit Card				86.10
Total Payments:				1,319.61
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 510343  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 510370  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00469	27Jun17 06:00 am	27Jun17 07:03 am	OTTAWA INTL - TORONTO PEARSON
AC	01706	27Jun17 07:55 am	27Jun17 10:54 am	TORONTO PEARSON - CHARLOTTETOWN
AC	01709	29Jun17 05:40 am	29Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	29Jun17 08:10 am	29Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179369226	0.00	0.00	0.00	0.00
Total Fares:				0.00
Total Taxes:				0.00
Invoice Total:				0.00
Payment(s):				
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510343/TKT 2179364263

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

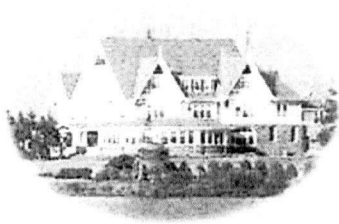
McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





Dalvay By The Sea

16 Cottage Cres. Dalvay, PO Box 9, COA 1P0, PE  
reservations@dalvaybythesea.com

Catherine McKenna

Page # 1  
Res. # 066231  
Checked in Tue Jun 27/17 - 10:35pm  
Checked out Wed Jun 28/17 - 12:11pm  
Nights 1  
Room Rate 259.00  
Room 321

Group: Environment Climate Change Con

Date	Description	Reference	Charges	Credits
Jun27	Room Charges		259.00	
Jun27	HST		38.85	
Jun28	PAID BY VISA - Thank you			297.85
Total Outstanding 0.00			297.85	297.85

Thank you for staying with us at Dalvay By The Sea!  
Please travel safely on your return journey.  
We look forward to seeing you again soon!

Charge Summary:	
HST	38.85

Traveler Name:	Catherine McKenna			
Location:	PEI			
Dates of travel:	June 27-28			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	297.85			
Taxi receipts	-			
Miscellaneous receipts	-			
Traveler signature				

Please do not include meals that were provided during this trip.

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Prime Minister in Ireland - July 2017

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Ireland - July 2017

Date de début du déplacement: 02/07/2017

Date de fin du déplacement: 05/07/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC428604

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Flew with PM to go to Ireland. No accommodations.

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	5,995.80
(Moins) Total des dépenses non remboursables :	5,882.45
Total des dépenses remboursables :	113.35
Montant total dû voyageur :	113.35

Dépenses non remboursables



Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	03/07/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		5,882.45
Manual Prepaid				<u>5,882.45</u>
Aer Lingus P.L.C.				
Total des dépenses non remboursables (CAD)				5,882.45

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Indemnités pour hébergement, repas et frais accessoires	05/07/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		59.65
		40.54 (EUR)		<u>59.65</u>
	05/07/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		53.70
		36.50 (EUR)		<u>53.70</u>
Total des dépenses remboursables (CAD)				113.35

Récapitulatif codes de taxes

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51497 - 285100 - 0070 - PBJ2 - 2001 - -	5,995.80	5,995.80

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
15/08/2017 15:50:44	Myriam Montreuil	Autorisé(e)	
14/08/2017 09:48:23	Marlo Raynolds	Autorisé(e)	
18/07/2017 09:43:26	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur**                    *Catherine McKenna*

**Date de soumission**            *18/07/2017*

Signature

Soumis au nom du voyageur.

**Nom du délégué**                    *Amanda Herault*

**Date de soumission**            *18/07/2017*

Signature

**Nom de l'émetteur de la  
recommandation**            *Myriam Montreuil*

**Date recommandée**            *18/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**            *Marlo Raynolds*

**Date d'autorisation**            *14/08/2017*

Signature



**Nom de la personne responsable du traitement**      *Myriam Montreuil*

**Date de traitement**      *15/08/2017*

Signature

Expense Report Name: To accompany the Prime Minister in Ireland - July 2017

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	03/07/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		5,882.45
Manual Prepaid				<u>5,882.45</u>
Aer Lingus P.L.C.				
Total non-reimbursable expenses (CAD)				5,882.45

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	05/07/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		59.65
		40.54 (EUR)		<u>59.65</u>
	05/07/2017	51497 - 285100 - 0070 - PBJ2 - 2001 - -		53.70
		36.50 (EUR)		<u>53.70</u>
Total reimbursable expenses (CAD)				113.35

Tax Coding Summary

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51497 - 285100 - 0070 - PBJ2 - 2001 - -	5,995.80	5,995.80

Approval History

Date And Time	Approver	Approval Status	Comment
18/07/2017 09:43:26	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** Catherine McKenna

**Submit Date** 18/07/2017

Signature



Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 18/07/2017

Signature



**Recommender Name** Myriam Montreuil

**Recommended Date** 18/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** Marlo Reynolds

**Approval Date**



AUG 14 2017

Signature

Processor Name \_\_\_\_\_

Processed Date \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Ireland - July 2017

Traveller Name: Catherine McKenna

TIN:

Prepared By: Amanda Herault

Policy Module: M4 - International - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 02/07/2017

Travel End Date: 05/07/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC428604

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Ireland - July 2017

Travel Request Summary

### Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	121.14
	<b>121.14</b>

## Advance Summary

Travel advance: 0.00

### Reimbursable Expenses

Expense Type		Amount
2) Allowance: Meals, Incidentals & Private Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001 - -	121.14
	Total reimbursable expenses	121.14

## Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51497 - 285100 - 0070 - PBJ2 - 2001 - -	121.14	121.14

### Approval History

Date And Time	Approver	Approval Status	Comment
18/07/2017 08:47:48	Marlo Raynolds	Approved	

Itinerary Details

PNR:

Trip Status: *Quoted*

Traveller Type: *Minister*

Primary Trip Purpose: *Key Stakeholder Engagement - Meetings*

Total Itinerary Cost (CAD) 0.00



**Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name**                      *Catherine McKenna*

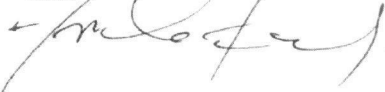
**Submit Date**                      *18/07/2017*

Signature                      

Submitted on behalf of the Traveller.

**Delegate Name**                      *Amanda Hérault*

**Submit Date**                      *18/07/2017*

Signature                      

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name**                      *Marlo Raynolds*

**Approval Date**                      *18/07/2017*

Signature                      

s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 511780  
Invoice Date: 3 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
EI	00125	05Jul17 03:50 pm	05Jul17 06:15 pm	DUBLIN - CHICAGO OHARE
UA	05760	05Jul17 07:30 pm	05Jul17 10:33 pm	CHICAGO OHARE - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9567997675 for MCKENNA/CATHERINE MARY MS	5,741.00	0.00	98.40	5,839.40
BSP CANADA, IATA 0089558909	41.00	2.05	0.00	43.05
Total Fares:				5,782.00
Total Taxes:				98.40
Total GST/HST:				2.05
Invoice Total:				5,882.45
Payment(s):				
03 Jul 17 Credit Card				5,839.40
03 Jul 17 Credit Card				43.05
Total Payments:				5,882.45
Balance Due (CAD):				0.00

BIZ IS 5800 2800  
AER LINGUS CONFIRMATION NUMEBR:  
UNITED CONFIRMATION NUMBER:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

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Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

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Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Traveler Name:	Minister			
Location:	Ireland			
Dates of travel:				
Meals and incidentals:	B	L	D	Incidentals
Monday 3				
Tuesday 4				
Wednesday 5		✓	✓	
Thursday				
Friday				
Saturday				
Sunday 2				
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

Transaction

Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 05/07/2017  
Amount: \$113.35 CAD ( Original Amount €77.04 EUR)  
Meals and Incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                      End Date  
02/07/2017                      05/07/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priv Acc
02/07/2017	Ireland - Dublin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/07/2017	Ireland - Dublin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/07/2017	Ireland - Dublin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/07/2017	Ireland - Dublin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/07/2017	United States - All other locations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Ireland	Dublin	53.71	0.00	0.00
United States	All other locations	59.65	0.00	0.00

Delete      Save      Cancel

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make an announcement in Toronto and Hamilton - July 2017

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Toronto-Hamilton - July 2017

Date de début du déplacement: 20/07/2017

Date de fin du déplacement: 22/07/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC452607

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	843.51
(Moins) Total des dépenses non remboursables :	508.86
Total des dépenses remboursables :	334.65
Montant total dû voyageur :	334.65
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	13/07/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - -		508.86
Manual Prepaid				508.86
Porter Airlines				
Total des dépenses non remboursables (CAD)				508.86

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
13) Autre modes de transport	20/07/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 2.50	20.80 23.30
16) Hébergement commercial	22/07/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 26.60	221.65 248.25
Inter-Continental Hotels				
2) Indemnités pour hébergement, repas et frais accessoires	22/07/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 7.26	55.84 63.10
Total des dépenses remboursables (CAD)				334.65

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	36.36

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51498 - 282202 - 0070 - PBJ2 - 2001 - -	807.15	843.51

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
15/08/2017 15:57:33	Myriam Montreuil	Autorisé(e)	
14/08/2017 09:48:33	Marlo Reynolds	Autorisé(e)	
25/07/2017 11:18:36	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageurCatherine McKenna

Date de soumission25/07/2017

Signature

Soumis au nom du voyageur.

Nom du déléguéAmanda Herault

Date de soumission25/07/2017

Signature

Nom de l'émetteur de la recommandationMyriam Montreuil

Date recommandée25/07/2017

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**     *Marlo Raynolds*

**Date d'autorisation**     *14/08/2017*

Signature

**Nom de la personne responsable du traitement**     *Myriam Montreuil*

**Date de traitement**     *15/08/2017*

Signature



## Expense Report Statement

Expense Report Name: To make an announcement in Toronto and Hamilton - July 2017

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

**Travel Request Name:** *Toronto-Hamilton - July 2017*

Travel Start Date: 20/07/2017

Travel End Date: 22/07/2017

**ER Approval Status:** *Approval Required*

**Primary Location:**

**Secondary Location:**

Online TAN: *AMC452607*

Fiscal Year: 2017-2018

Travel Outside Default Division: *N*

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

Total allocated expenses :	843.51
----------------------------	--------

(Minus) Total non-reimbursable expenses :	508.86
---	--------

<b>Total reimbursable expenses :</b>	<b>334.65</b>
--------------------------------------	---------------

**Total due traveller : 334.65**

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	13/07/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - -		508.86
Manual Prepaid				<u>508.86</u>
Porter Airlines				
Total non-reimbursable expenses (CAD)				508.86

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
13) Other modes of transportation	20/07/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 2.50	20.80 <u>23.30</u>
16) Commercial Accommodation	22/07/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 26.60	221.65 <u>248.25</u>
Inter-Continental Hotels				
2) Allowance: Meals, Incidentals & Private Accommodation	22/07/2017	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#H ... 7.26	55.84 <u>63.10</u>
Total reimbursable expenses (CAD)				334.65

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	36.36

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	807.15	843.51

Approval History

Date And Time	Approver	Approval Status	Comment
25/07/2017 11:18:36	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Catherine McKenna

Submit Date 25/07/2017

Signature



Submitted on behalf of the Traveller.

Delegate Name Amanda Haurault

Submit Date 25/07/2017

Signature



Recommender Name Myriam Montreuil

Recommended Date 25/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name Marlo Raynolds

Approval Date AUG 14 2017

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Toronto-Hamilton - July 2017

Traveller Name: Catherine McKenna

TIN:

Prepared By: Amanda Hauralt

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 20/07/2017

Travel End Date: 22/07/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC452607

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Toronto-Hamilton - July 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	363.10
	363.10

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
13) Other modes of transportation	51498 - 282202 - 0070 - PBJ2 - 2001 - -	25.00
16) Commercial Accommodation	51498 - 282202 - 0070 - PBJ2 - 2001 - -	275.00
Inter-Continental Hotels		
2) Allowance: Meals, Incidentals & Private Accommodation	51498 - 282202 - 0070 - PBJ2 - 2001 - -	63.10
Total reimbursable expenses		363.10

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	363.10	363.10

Approval History

Date And Time	Approver	Approval Status	Comment
25/07/2017 09:49:54	Marlo Raynolds	Approved	

Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Catherine McKenna*

**Submit Date** *25/07/2017*

Signature




Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *25/07/2017*

Signature

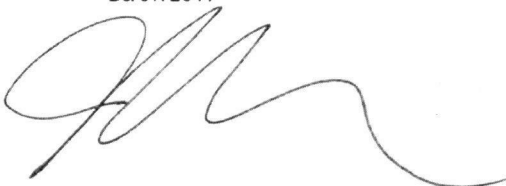


Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**Approval Date** *25/07/2017*

Signature



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 512891  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00230	20Jul17 02:05 pm	20Jul17 03:07 pm	OTTAWA INTL - TORONTO BILLY BISHOP ARPT

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	177.75	28.58	42.12	248.45
BSP CANADA, IATA 0089573352	41.00	2.05	0.00	43.05
Total Fares:				218.75
Total Taxes:				42.12
Total GST/HST:				30.63
Invoice Total:				291.50
Payment(s):				
13 Jul 17 Credit Card				248.45
13 Jul 17 Credit Card				43.05
Total Payments:				291.50
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





McCCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 512891  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

PORTER CONFIRMATION:  
---  
VALID GOVERNMENT PHOTO ID REQUIRED  
---  
ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE  
---  
RECOMMENDED CHECK-IN: 60 MIN / 30 MIN IN TORONTO  
CHECK-IN AND BAGGAGE DEADLINE: 30 MIN / 20 MIN IN TORONTO  
BOARDING DEADLINE: 20 MIN / 10 MIN IN TORONTO  
---  
COMPLIMENTARY SHUTTLE TO/FROM DOWNTOWN TORONTO  
NEW- SHUTTLES ARRIVE AT THE YORK STREET ENTRANCE OF THE ROYAL YORK.  
---  
BAGGAGE: FIRST BAG \$37.50/ SECOND BAG \$47.50 PLUS TAX  
SAVE \$10 EACH WHEN PAID ONLINE  
MAX 50 LBS AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY  
---  
2 COMPLIMENTARY CARRY-ON ITEMS:  
1 STANDARD-NOT EXCEEDING 22X16X9 IN AND LESS THAN 20 LBS  
1 PERSONAL-NOT EXCEEDING 13X17X6 IN AND LESS THAN 20 LBS  
---  
FULL REFUND WITHIN 24HRS OF BOOKING UP TO 1HR  
PRIOR TO SCHEDULED FLIGHT DEPARTURE  
---  
PORTER FLEXIBLE FARE  
TICKET IS NON-REFUNDABLE AFTER 24HRS OF BOOKING  
IF CANCELLED 1HR OR MORE BEFORE DEPARTURE 1 TIME USE  
FLIGHT CREDIT MINUS \$50 CAD FEE PLUS TAX PER DIRECTION  
CREDIT VALID FOR 1YR FROM ORIGINAL BOOKING DATE  
---  
NO-SHOWS FORFEIT FULL VALUE OF TICKET AND  
RESULT IN CANCELLATION OF REMAINING FLIGHTS  
---  
CHANGE FEES: \$50 CAD PER DIRECTION PLUS ANY DIFFERENCE IN FARE AND TAX  
---  
NAME CHANGE FEE:\$60 PLUS TAX/UP TO 3HRS PRIOR TO DEPARTURE  
---  
SAME-DAY CHANGE BY PHONE OR AT AIRPORT: FREE/SUBJECT TO AVAILABILITY  
---  
COMPLIMENTARY LOUNGE IN TORONTO AND OTTAWA  
---  
PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION  
---  
PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3.

Invoice No: 512891  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

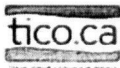
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 513375  
Invoice Date: 18 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION				
A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00215	22Jul17 09:00 am	22Jul17 09:56 am	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
CHANGE FEE	75.00	9.75	0.00	84.75
PORTER AIRLINES	72.50	9.43	0.00	81.93
Total Fares:				147.50
Total Taxes:				0.00
Total GST/HST:				19.18
Invoice Total:				166.68
Payment(s):				
18 Jul 17 Credit Card				81.93
18 Jul 17 Credit Card				84.75
Total Payments:				166.68
Balance Due (CAD):				0.00

PORTER CONFIRMATION:

TICKET EXCH/CHNG TO DEP TIME  
PREV INV 512894  
ADDITIONAL COLLECTION FARE/TAX/AIRLINE PENALTY

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

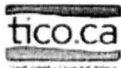
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCord Travel Management

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 512894  
Invoice Date: 13 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION				
A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00223	22Jul17 11:25 am	22Jul17 12:21 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	133.50	22.96	43.12	199.58
PORTER AIRLINES	-169.86	-22.09	0.00	-191.95
BSP CANADA, IATA 0089573357	41.00	2.05	0.00	43.05
Total Fares:				4.64
Total Taxes:				43.12
Total GST/HST:				2.92
Invoice Total:				50.68
Payment(s):				
13 Jul 17 Credit Card				199.58
13 Jul 17 Credit Card				46.33
13 Jul 17 Credit Card				43.05
14 Jul 17 Credit Card				-46.33
13 Jul 17 Credit Card				-191.95
Total Payments:				50.68
Balance Due (CAD):				0.00

PORTER CONFIRMATION:  
--  
AIR TICKET AND SERVICE FEE//CREDIT ON INVOICE 512891 191.95 APPLIED TO THIS TRIP AND REFUNDED EXCHANGED FOR TRAVEL ON INVOICE 00513375

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.

s.16(2)  
s.19(1)



07-24-17

<b>Catherine Mckenna</b> <b>130 Albert Street</b> <b>On K1P</b> <b>Canada</b>	Folio No.	:		Room No.	:	<b>643</b>
	A/R Number	:		Arrival	:	<b>07-21-17</b>
	Group Code	:		Departure	:	<b>07-22-17</b>
	Company	:		Conf. No.	:	
	Membership No.	:		Rate Code	:	
	Invoice No.	:		Page No.	:	<b>1 of 2</b>
	Cashier No.	:				
	User ID	:		<b>HST#</b>	:	<b>855206975</b>

Date	Description	Charges	Credits
------	-------------	---------	---------

07-21-17	*Accommodation	214.00	
07-21-17	Destination Marketing Fees	6.43	
07-21-17	HST 13% on Rooms	27.82	
07-22-17	Visa		274.24

InterContinental Toronto Yorkville  
220 Bloor Street West  
Toronto, Ontario, Canada M5S 1T8  
Telephone: (416) 960-5200 Fax: (416) 960-8269



s.16(2)  
s.19(1)



07-24-17

Catherine Mckenna 130 Albert Street On K1P Canada	Folio No.	:		Room No.	:	643
	A/R Number	:		Arrival	:	07-21-17
	Group Code	:		Departure	:	07-22-17
	Company	:		Conf. No.	:	
	Membership No.	:		Rate Code	:	
	Invoice No.	:		Page No.	:	2 of 2
	Cashier No.	:				
	User ID	:		HST#	:	855206975

Date	Description	Charges	Credits
	Total	274.24	274.24
	Balance	0.00	CAD
		0.00	CAD
		0.00	CAD
Approval Code 056711	HST 13% on Rooms	27.82	CAD
Approval Amount 274.24	HST 13% on		
		0.00	CAD
	HST 13% on		
	HST 13% on		

If you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895

Guest Signature: \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

InterContinental Toronto Yorkville  
220 Bloor Street West  
Toronto, Ontario, Canada M5S 1T8  
Telephone: (416) 960-5200 Fax: (416) 960-8269

Traveler Name:	Minister			
Location:	Toronto / Hamilton			
Dates of travel:	20-22 July			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday				
Thursday 20				
Friday 21			✓	
Saturday 22	✓			
Sunday				
Hotel receipt(s)	✓			
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

---

CREDIT CARD RECEIPT

GO Transit, a division of Metrolinx

---

TYPE: PURCHASE

ACCT: VISA

AMOUNT: \$ 23.30 CAD

CARD NUMBER:

DATE/TIME: 2017/07/20 17:44:09

REFERENCE #: 66255496 T0221 C

AUTHOR. #: 02338I

Visa Credit

A0000000031010

0000008000 F800

VERIFIED BY PIN

INVOICE #: 029238268570

01/027

APPROVED - THANK YOU

---

-- IMPORTANT --

Retain This Copy For Your Records

\*\*\* CUSTOMER COPY \*\*\*



Transaction

Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 22/07/2017  
Amount: \$0 00 CAD  
Meals and incidentals

[Expenses](#)   [Coding](#)   [Approval](#)   [Summary](#)




2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date      End Date  
20/07/2017      22/07/2017   

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
20/07/2017	 Canada - Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21/07/2017	 Canada - Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22/07/2017	 Canada - Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Calculate Allowances](#)

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	63.10	0.00	0.00

[Save](#)   [Cancel](#)

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Italy - June 2017

Nom du voyageur: Christopher Moraes

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Italy - June 2017

Date de début du déplacement: 11/06/2017

Date de fin du déplacement: 14/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC440385

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	2,468.59
(Moins) Total des dépenses non remboursables :	2,147.28
Total des dépenses remboursables :	321.31
Montant total dû voyageur :	321.31
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	08/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		2,147.28
Manual Prepaid				<u>2,147.28</u>
Air Canada				
Total des dépenses non remboursables (CAD)				2,147.28

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	12/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		21.04
		14.00 (EUR)		<u>21.04</u>
From airport to hotel				
2) Indemnités pour hébergement, repas et frais accessoires	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		118.11
		79.20 (EUR)		<u>118.11</u>
	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		100.50
		67.39 (EUR)		<u>100.50</u>
	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		81.66
		54.76 (EUR)		<u>81.66</u>
Total des dépenses remboursables (CAD)				321.31

Récapitulatif codes de taxes

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51495 - 285100 - 0070 - PBJ2 - 2001 - -	2,468.59	2,468.59

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
05/07/2017 09:39:25	Myriam Montreuil	Autorisé(e)	
04/07/2017 15:04:44	Marlo Raynolds	Autorisé(e)	
28/06/2017 15:27:13	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageurChristopher Moraes

Date de soumission23/06/2017

Signature

Soumis au nom du voyageur.

Nom du déléguéAmanda Herault

Date de soumission23/06/2017

Signature

Nom de l'émetteur de la recommandationMyriam Montreuil

Date recommandée28/06/2017

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**     *Marlo Raynolds*

**Date d'autorisation**     *04/07/2017*

Signature

**Nom de la personne responsable du traitement**     *Myriam Montreuil*

**Date de traitement**     *05/07/2017*

Signature

# Expense Report Statement

Expense Report Name: To accompany the Minister in Italy - June 2017

**Traveller Name:** Christopher Moraes

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** *M4 - International - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

**Travel Request Name:** *Italy - June 2017*

Travel Start Date: 11/06/2017

Travel End Date: 14/06/2017

ER Approval Status: *Approval Required*

**Primary Location:**

**Secondary Location:**

Online TAN: *AMC440385*

Fiscal Year: 2017-2018

Travel Outside Default Division: *N*

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>2,468.59</b>
(Minus) Total non-reimbursable expenses :	2,147.28
<b>Total reimbursable expenses :</b>	<b>321.31</b>
<b>Total due traveller :</b>	<b>321.31</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	08/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		2,147.28
Manual Prepaid				<u>2,147.28</u>
Air Canada				
Total non-reimbursable expenses (CAD)				2,147.28

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	12/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		21.04
		14.00 (EUR)		<u>21.04</u>
From airport to hotel				
2) Allowance: Meals, Incidentals & Private Accommodation	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		118.11
		79.20 (EUR)		<u>118.11</u>
	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		100.50
		67.39 (EUR)		<u>100.50</u>
	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		81.66
		54.76 (EUR)		<u>81.66</u>
Total reimbursable expenses (CAD)				321.31

Tax Coding Summary

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 - -	2,468.59	2,468.59

Approval History

Date And Time	Approver	Approval Status	Comment

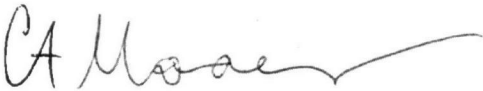
Date And Time	Approver	Approval Status	Comment
28/06/2017 15:27:13	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Christopher Moraes

Submit Date 23/06/2017

Signature 

Submitted on behalf of the Traveller.

Delegate Name Amanda Hérault

Submit Date 23/06/2017

Signature 

Recommender Name Myriam Montreuil

Recommended Date 28/06/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name Marlo Reynolds

Approval Date 

JUL - 4 2017

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Italy - June 2017

Traveller Name: Christopher Moraes

TIN:

Prepared By: Amanda Herault

Policy Module: M4 - International - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 11/06/2017

Travel End Date: 14/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC440385

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments: Italy - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	324.37
	324.37

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51495 - 285100 - 0070 - PBJ2 - 2001 - -	40.00
2) Allowance: Meals, Incidentals & Private Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	284.37
Total reimbursable expenses		324.37

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 - -	324.37	324.37

Approval History

Date And Time	Approver	Approval Status	Comment
23/06/2017 08:12:44	Marlo Raynolds	Approved	

Itinerary Details

PNR:

Trip Status: *Quoted*

**Traveller Type:** Minister's Exempt Staff  
**Primary Trip Purpose:** Key Stakeholder Engagement - Meetings


Total Itinerary Cost (CAD) 0.00

Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** Christopher Moraes

**Submit Date** 23/06/2017

Signature 

Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 23/06/2017

Signature 

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** 23/06/2017

Signature 

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Passenger(s)    MORAES/CHRISTOPHER    MR

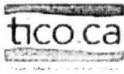
Invoice No:    508713  
Invoice Date:    8 Jun 2017  
Client No:  
Agent:    |  
PNR:    |

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00838	11Jun17 08:55 pm	12Jun17 10:10 am	OTTAWA INTL - FRANKFURT INTL
AC	09302	12Jun17 12:20 pm	12Jun17 02:05 pm	FRANKFURT INTL - ROME DA VINCI
AC	00891	14Jun17 02:05 pm	14Jun17 05:25 pm	ROME DA VINCI - TORONTO PEARSON
AC	00464	14Jun17 07:10 pm	14Jun17 08:10 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9567882352 for MORAES/CHRISTOPHER MR	1,407.00	3.51	644.11	2,054.62
BSP CANADA, IATA 0089534607	82.00	10.66	0.00	92.66
Total Fares:				1,489.00
Total Taxes:				644.11
Total GST/HST:				14.17
Invoice Total:				2,147.28
Payment(s):				
08 Jun 17 Credit Card				2,054.62
08 Jun 17 Credit Card				92.66
Total Payments:				2,147.28
Balance Due (CAD):				0.00

TICKET IS 300.00 NON REFUNDABLE  
CHANGES ARE 300.00 PLUS ANY DIFFERENCE IN APPLICABLE FARE  
AND TAXES  
A PASSPORT MUST BE VALID FOR A MINIMUM OF 3 MONTHS BEYOND  
THE PERIOD OF INTENDED STAY  
YOUR AIR CANADA FILE LOCATOR IS  
YOUR LUFTHANSA FILE LOCATOR IS |



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no 4800003



McCCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 508713  
Invoice Date: 8 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) MORAES/CHRISTOPHER MR

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.

Traveler Name:	Chris			
Location:	Italy			
Dates of travel:	11-14 June			
Meals and incidentals:	B	L	D	Incidentals
Monday 12	✓	✓	✓	
Tuesday 13			✓	✓
Wednesday 14				
Thursday				
Friday				
Saturday				
Sunday 11				
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

Convalidare in Basso

RVIZI IN RETE 2001 S R L P Iva: 09251361003  
2507945 I7163507188C418866  
esso il 12/06/2017 14.05

enitalia S p A P Iva: 05403151003

DINARIA 639890885  
SSEGGERI: 1 ADULTO CLASSE: 1  
ILIZZABILE IL 12/06/2017

FIUMICINO AEROPORTO TARIFFA  
ROMA TERMINI

€ 14.00

ZZO: € 14,00

N FISCALE

LE 90M DA CONVALIDA  
N RIMBORSABILE



Valgono le condizioni generali di trasporto del vettore  
effettua il Servizio. Per Trenitalia valgono le  
Condizioni Generali di Trasporto dei Passeggeri consultabili  
sul sito [www.trenitalia.com](http://www.trenitalia.com) e in biglietteria, nonché le  
regole uniformi CIV.  
Le informazioni riportate sul retro di questo documento non  
sono valide per il presente servizio.

AVVERTENZE: per una migliore conservazione nel tempo,  
mantenere lontano da luce e fonti di calore, evitare il  
contatto diretto con materiali plastici (es. buste in PVC)

▼ ▼ CONVALIDARE PRIMA DELLA PARTENZA ▼ ▼ ▼



Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 14/06/2017  
Amount: \$0.00 CAD ( Original Amount €0 00 EUR)  
Meals and incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                      End Date  
12/06/2017                      14/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
12/06/2017	Germany - Frankfurt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Germany	Frankfurt	100.52	0.00	0.00
Italy	Rome	118.12	81.66	0.00

Save      Cancel





# Daily Exchange Rates Lookup

## Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full Terms and Conditions (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Data Available as: CSV ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/csv?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/csv?start_date=2017-06-12&end_date=2017-06-14)) , JSON ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/json?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/json?start_date=2017-06-12&end_date=2017-06-14)) and XML ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/xml?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/xml?start_date=2017-06-12&end_date=2017-06-14))

New Lookup

## View data for the past:

- 1 Week
- 2 Weeks
- 1 Month
- 3 Months
- 6 Months
- 1 Year

## European euro (EUR)

Low [High]	2017-06-13	1.4835 CAD [0.6741 EUR]
Average	2017-06-12 — 2017-06-14	1.4913 CAD [0.6706 EUR]
High [Low]	2017-06-12	1.5032 CAD [0.6652 EUR]

## European euro → Canadian dollar



Daily Exchange Rates Lookup - Bank of Canada

Date	EUR → CAD	CAD → EUR
2017-06-12	1.5032	0.6652
2017-06-13	1.4835	0.6741
2017-06-14	1.4872	0.6724

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders and to accompany the Minister in Charlottetown PEI - June 2017

Nom du voyageur: Tiffany Anne Ouimet

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Charlottetown PEI - June 2017

Date de début du déplacement: 26/06/2017

Date de fin du déplacement: 28/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC460103

Fiscal Year: 2017-2018

Travel Outside Default Division:

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	1,959.09
(Moins) Total des dépenses non remboursables :	1,359.24
Total des dépenses remboursables :	599.85
Montant total dû voyageur :	599.85
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	20/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,359.24
Manual Prepaid				<u>1,359.24</u>
Air Canada				
		Total des dépenses non remboursables (CAD)		1,359.24

## Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*TVH 2.52	17.98
				<u>20.50</u>
From airport to hotel				
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC*T ... 1.98	14.42
				<u>16.40</u>
From home to airport				
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*TVH 5.89	42.11
				<u>48.00</u>
Taxi in PEI				
16) Hébergement commercial	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*TVH 53.38	381.32
				<u>434.70</u>
Other				
2) Indemnités pour hébergement, repas et frais accessoires	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#T ... 5.99	39.96
				<u>45.95</u>
	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE#TVH 4.47	29.83
				<u>34.30</u>
Total des dépenses remboursables (CAD)				599.85

Récapitulatif codes de taxes

	Montant total
TPS	
10600 - 0070 - 0000 - - 8050 - -	1.98
TVH	
-----	72.25

Résumé des codes financiers

	Total HT Taxe	Total TTC Taxe
Codes financiers		
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,884.86	1,959.09

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
11/07/2017 08:58:44	Myriam Montreuil	Autorisé(e)	
10/07/2017 13:27:32	Marlo Raynolds	Autorisé(e)	
05/07/2017 13:48:21	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur      Tiffany Anne Ouimet

Date de soumission      04/07/2017

Signature

Soumis au nom du voyageur.

**Nom du délégué**                    *Amanda Herault*

**Date de soumission**            *04/07/2017*

Signature

**Nom de l'émetteur de la  
recommandation**    *Myriam Montreuil*

**Date recommandée**            *05/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**        *Marlo Raynolds*

**Date d'autorisation**          *10/07/2017*

Signature

**Nom de la personne  
responsable du  
traitement**            *Myriam Montreuil*

**Date de traitement**           *11/07/2017*

Signature

Expense Report Statement

Expense Report Name: To meet with key stakeholders and to accompany the Minister in Charlottetown PEI - June 2017

Traveller Name: Tiffany Anne Ouimet

TIN:

Prepared By: Amanda Hérault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Charlottetown PEI - June 2017

Travel Start Date: 26/06/2017

Travel End Date: 28/06/2017

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC460103

Fiscal Year: 2017-2018

Travel Outside Default Division:

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	1,959.09
(Minus) Total non-reimbursable expenses :	1,359.24
Total reimbursable expenses :	599.85
Total due traveller :	599.85

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	20/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,359.24
Manual Prepaid				<u>1,359.24</u>
Air Canada				
Total non-reimbursable expenses (CAD)				1,359.24

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*HST 2.52	17.98 <u>20.50</u>
↓ From airport to hotel				
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC*G ... 1.98	14.42 <u>16.40</u>
↓ From home to airport				
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*HST 5.89	42.11 <u>48.00</u>
↓ Taxi in PEI				
16) Commercial Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*HST 53.38	381.32 <u>434.70</u>
Other				
2) Allowance: Meals, Incidentals & Private Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#H ... 5.99	39.96 <u>45.95</u>
	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE#HST 4.47	29.83 <u>34.30</u>
Total reimbursable expenses (CAD)				599.85

Tax Coding Summary



GST	Total Amount
10600 - 0070 - 0000 -- 8050 --	1.98
HST	Total Amount
-----	72.25

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 --	1,884.86	1,959.09

Approval History

Date And Time	Approver	Approval Status	Comment
05/07/2017 13:48:21	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name      *Tiffany Anne Ouimet*

Submit Date      *04/07/2017*

Signature      

Submitted on behalf of the Traveller.

Delegate Name      *Amanda Herault*

Submit Date      *04/07/2017*

Signature      



Travel Request

Travel Request Name: Charlottetown PEI - June 2017

Traveller Name: *Tiffany Anne Ouimet*

TIN:

Prepared By: *Amanda Herault*

Policy Module: *M3D - Domestic - Overnight Stay*

Trip Purpose: *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

Alternative To Travel: *Présence nécessaire*

Travel Start Date: *26/06/2017*

Travel End Date: *28/06/2017*

Approval Status: *Approved*

Primary Location:

Secondary Location:

Online TAN: *AMC460103*

Fiscal Year: *2017-2018*

Travel Outside Default Division:

Blanket Travel Authority *No*  
Applied:

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

*Charlottetown PEI - June 2017*

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	630.25
	630.25

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type	Amount
11) Taxi51496 - 282202 - 0070 - PBJ2 - 2001 - -	100.00
16) Commercial Accommodation51496 - 282202 - 0070 - PBJ2 - 2001 - -	450.00
Other	
2) Allowance: Meals, Incidentals & Private Accommodation51496 - 282202 - 0070 - PBJ2 - 2001 - -	80.25
Total reimbursable expenses	630.25

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	630.25	630.25

Approval History

Date And Time	Approver	Approval Status	Comment
30/06/2017 14:33:27	Marlo Raynolds	Approved	

Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement - Meetings*

**Total Itinerary Cost (CAD) 0.00**

**Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Tiffany Anne Ouimet*


**Submit Date** *30/06/2017*

Signature 

Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *30/06/2017*

Signature 

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *30/06/2017*

Signature 

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) OUIMET/TIFFANY ANNE MS

Invoice No: 510384  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	07558	26Jun17 03:55 pm	26Jun17 06:26 pm	MONTREAL DORVAL - HALIFAX INTL
AC	07756	26Jun17 07:00 pm	26Jun17 07:36 pm	HALIFAX INTL - CHARLOTTETOWN

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179373437	422.00	22.71	77.42	522.13
BSP CANADA, IATA 0089545870	41.00	2.05	0.00	43.05
Total Fares:				463.00
Total Taxes:				32.12
Total GST/HST:				24.76
Total QST:				45.30
Invoice Total:				565.18
Payment(s):				
20 Jun 17 Credit Card				522.13
20 Jun 17 Credit Card				43.05
Total Payments:				565.18
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCord TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) OUIMET/TIFFANY ANNE MS

Invoice No: 510347  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01709	28Jun17 05:40 am	28Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	28Jun17 08:10 am	28Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179366315	547.00	86.64	31.12	664.76
BSP CANADA, IATA 0089545847	41.00	2.05	0.00	43.05
Total Fares:				588.00
Total Taxes:				31.12
Total GST/HST:				88.69
Invoice Total:				707.81
Payment(s):				
20 Jun 17 Credit Card				664.76
20 Jun 17 Credit Card				43.05
Total Payments:				707.81
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) OUIMET/TIFFANY ANNE MS

Invoice No: 510378  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01709	29Jun17 05:40 am	29Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	29Jun17 08:10 am	29Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179369867	0.00	0.00	0.00	0.00
Total Fares:				0.00
Total Taxes:				0.00
Invoice Total:				0.00
Payment(s):				
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510347/TKT 2179366315

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) OUIMET/ TIFFANY ANNE MS

Invoice No: 510837  
Invoice Date: 23 Jun 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08627	28Jun17 04:05 pm	28Jun17 04:50 pm	CHARLOTTETOWN - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179467178	75.00	11.25	0.00	86.25
Total Fares:				75.00
Total Taxes:				0.00
Total GST/HST:				11.25
Invoice Total:				86.25
Payment(s):				
23 Jun 17 Credit Card				86.25
Total Payments:				86.25
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510347/TKT 2179366315  
\*\*\*\*\*  
FLIGHT DATE CHANGE  
PREVIOUS TICKET NUMBER 2179369867/INVOICE 510378

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

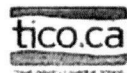
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

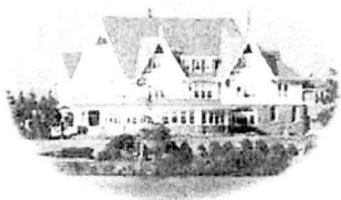
McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





Dalvay By The Sea

16 Cottage Cres. Dalvay, PO Box 9, COA 1P0, PE  
reservations@dalvaybythesea.com

Tiffany-Anne Ouinet

Page # 1  
Res. # 066341  
Checked in Mon Jun 26/17 - 11:55pm  
Checked out Wed Jun 28/17 - 11:44am  
Nights 2  
Room Rate 189.00  
Room 127

Group: Environment Climate Change Con

Date	Description	Reference	Charges	Credits
Jun26	Room Charges		189.00	
Jun26	HST		28.35	
Jun27	Room Charges		189.00	
Jun27	HST		28.35	
Jun28	PAID BY VISA - Thank you	046		434.70
Total Outstanding 0.00			434.70	434.70

Thank you for staying with us at Dalvay By The Sea!  
Please travel safely on your return journey.  
We look forward to seeing you again soon!

Charge Summary:  
HST 56.70

s.16(2)

s.19(1)

Traveler Name:	Tiffany			
Location:	Prince Edward Island			
Dates of travels:	June 20-28			
Meals and Incidentals:	B	L	D	Inc.
Monday			X	
Tuesday	X			
Wednesday	X			
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	X			
Taxi receipts	X X X			
Miscellaneous receipts				
Traveler Signature	Tiffany			

Please do not include meals that were provided during this trip

CITY TAXI INC  
193 KENT STREET C1A1P1  
CHARLOTTETOWN PE  
22161117  
GH2216111705

\*\*\*\* ACHAT \*\*\*\*  
06-26-2017 23:49:31  
No compte C  
Date exp. \*\*/\*\* Type carte VISA  
Nom:  
A0000000031010 VISA

No repère 1116  
No facture 1343  
No aut 062171 RRN 001386002

Achat \$42.00  
Pourboire \$6.00  
Total \$48.00

(001) APPROUVÉE-MERCI

Conservez cette copie pour vos dossiers  
Copie client

YELLOW CAB PEI  
590 NORTH RIVER RD  
CHARLOTTETOWN PE C1E 1K1  
(902) 894-9991

VENTE

IDM: 5757785  
IDT: M5757785 No. REF: 00000014  
No Lot: 021 SEQ: 021001001014  
06/26/17 19:50:52  
CODE APPR: 067852  
VISA

MONTANT \$15.50  
POURB \$5.00  
TOTAL \$20.50

00 - APPROUVE - 001

VISA  
AID: A0000000031010  
TVR: 02 80 00 80 00  
TSI: F8 00

Reçu / Receipt  
COOP TAXI de l'OUEST

Date: 26/6/17 Heure:

Lanternon/dôme: 8103

Vignette: 8103

Permis/pocket

De/from: 120 Prince Edward

Destination: Airport

Montant/Amount: 16 40  
(taxes incluses/included)

SIGNATURE:  
(chauffeur/driver)

514 636-6666  
www.cooptaxi.com

View Linked Transactions  
Out of Pocket Expenses: Copy

### Meals and incidentals

## Summary

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel



Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
26/06/2017	Canada - Nova Scotia 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/06/2017	Canada - Prince Edward Island 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28/06/2017	Canada - Prince Edward Island 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Calculate Allowances

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Nova Scotia	45.95	0.00	0.00
Canada	Prince Edward Island	34.30	0.00	0.00

Cancel

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Montreal - June 2017

Nom du voyageur: Tiffany Anne Ouimet

NIV:

Préparé par: Amanda Herault

Module Politique: M2 : Hors de la zone d'affectation - sans nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Montreal - June 2017

Date de début du déplacement: 26/06/2017

Date de fin du déplacement: 26/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC415323

Fiscal Year: 2017-2018

Travel Outside Default Division:

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	63.80
Total des dépenses remboursables :	63.80
Montant total dû voyageur :	63.80
Dépenses remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC*T ... 3.46	25.14 <hr/> 28.60
Taxi to event.				
2) Indemnités pour hébergement, repas et frais accessoires	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC#T ... 4.87	30.33 <hr/> 35.20
Total des dépenses remboursables (CAD)				63.80

Récapitulatif codes de taxes

TPS	Montant total
10600 - 0070 - 0000 - - 8050 - -	8.33

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	55.47	63.80

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
11/07/2017 10:23:44	Myriam Montreuil	Autorisé(e)	
10/07/2017 13:27:24	Marlo Raynolds	Autorisé(e)	
05/07/2017 13:56:48	Myriam Montreuil	Autorisé(e)	

Signatures



Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur**                    *Tiffany Anne Ouimet*

**Date de soumission**            *30/06/2017*

Signature

Soumis au nom du voyageur.

**Nom du délégué**                    *Amanda Herault*

**Date de soumission**            *30/06/2017*

Signature

**Nom de l'émetteur de la  
recommandation**            *Myriam Montreuil*

**Date recommandée**            *05/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**            *Marlo Raynolds*

**Date d'autorisation**            *10/07/2017*

Signature

**Nom de la personne  
responsable du  
traitement**      *Myriam Montreuil*

**Date de traitement**      *11/07/2017*

Signature



Expense Report Statement

Expense Report Name: To accompany the Minister in Montreal - June 2017

Traveller Name: Tiffany Anne Ouimet

TIN:

Prepared By: Amanda Hérault

Policy Module: M2 - Outside Headquarters - No Overnight

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Montreal - June 2017

Travel Start Date: 26/06/2017

Travel End Date: 26/06/2017

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC415323

Fiscal Year: 2017-2018

Travel Outside Default Division:

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	63.80
Total reimbursable expenses :	63.80
Total due traveller :	63.80

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC*G ... 3.46	25.14
				28.60
Taxi to event.				

Expense Type	Date		Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	26/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -			30.33
		10600 - 0070 - 0000 - - 8050 - -	QC#G ...	4.87	
					<hr/> 35.20
Total reimbursable expenses (CAD)					63.80

Tax Coding Summary

	Total Amount
GST	
10600 - 0070 - 0000 - - 8050 - -	8.33

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	55.47	63.80

Approval History

Date And Time	Approver	Approval Status	Comment
05/07/2017 13:56:48	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name      *Tiffany Anne Ouimet*

Submit Date      30/06/2017

Signature      

Submitted on behalf of the Traveller.

**Delegate Name**            *Amanda Herault*

**Submit Date**                30/06/2017

Signature



**Recommender Name**        *Myriam Montreuil*

**Recommended Date**        05/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**            *Marlo Raynolds*

**Approval Date**

 JUL 10 2017

Signature

**Processor Name**            \_\_\_\_\_

**Processed Date**            \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Montreal - June 2017

Traveller Name: Tiffany Anne Ouimet

TIN:

Prepared By: Amanda Herault

Policy Module: M2 - Outside Headquarters - No Overnight

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Présence nécessaire

Travel Start Date: 26/06/2017

Travel End Date: 26/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC415323

Fiscal Year: 2017-2018

Travel Outside Default Division:

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Montreal - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	63.80
	63.80

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 - -	28.60
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	35.20
Total reimbursable expenses		63.80

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	63.80	63.80

Approval History

Date And Time	Approver	Approval Status	Comment
30/06/2017 13:43:55	Marlo Raynolds	Approved	

Itinerary Details

PNR:	
Trip Status:	Quoted

**Traveller Type:** Minister's Exempt Staff  
**Primary Trip Purpose:** Key Stakeholder Engagement - Meetings

Total Itinerary Cost (CAD) 0.00

Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** Tiffany Anne Ouimet

**Submit Date** 30/06/2017

Signature



Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 30/06/2017

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** 30/06/2017

Signature



s.16(2)  
s.19(1)

Traveler Name:	Tiffany			
Location:	Montreal			
Dates of travels:	26 June			
Meals and Incidentals:	B	L	D	Inc.
Monday	X	X		
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)				
Taxi receipts	X <del>X</del>			
Miscellaneous receipts				
Traveler Signature	T. Desjardins			

Please do not include meals that were provided during this trip

DIAMOND DE L'OUEST  
7294A Rue Lajeunesse  
Montreal, QC H2R 2H4  
514-637-4444

-----  
VIGNETTE : 8019/66147971  
CHAUFFEUR: :  
17/06/26 11:58:12

VISA  
Carte:  
VISA Desjardins  
VISA Desjardins  
CARTE A PUCE  
A0000000031010  
0080008000  
VERIFIEE PAR NIP  
ORDRE # 37893131  
FACTURE # 0010026000 C  
AUTOR. # 063092

ACHAT

COURSE : \$ 26.60  
POURBOIRE: \$ 2.00  
-----  
TOTAL : \$ 28.60

APPROUVEE - MERCI  
(01-027)

IMPORTANT: Conserver  
cette copie pour vos  
dossiers

\*\*COPIE DU DETAILLANT\*\*

Transaction

Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 26/06/2017  
Amount: \$0.00 CAD  
Meals and incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

☒ I am travelling within Module 1 or 2 and I am requesting an accommodation and/or incidental allowance.

Reason for request 

Had to pay for meals.

Enter the date range of travel

Start Date                      End Date  
26/06/2017                      26/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner
26/06/2017	Canada - Quebec	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Quebec	35.20	0.00	0.00

[https://sts-svp.spendvision.com/main/transaction\\_l.asp?transaction\\_ref=C1120170630cny...](https://sts-svp.spendvision.com/main/transaction_l.asp?transaction_ref=C1120170630cny...) 30/06/2017



Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To and from downtown Ottawa in same taxi - July 5 2017-1

Nom du voyageur:

Tiffany Anne Ouimet

NIV:

Préparé par:

Amanda Herault

Module Politique:

M3D : Domestique - avec nuitée

Motif du voyage:

Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage:

Ottawa - July 5 2017

Date de début du déplacement:

05/07/2017

Date de fin du déplacement:

05/07/2017

État d'autorisation du rapport de dépenses:

Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne:

AMC429126

Fiscal Year:

2017-2018

Travel Outside Default Division:

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses			
Total des dépenses attribuées :			32.55
Total des dépenses remboursables :			32.55
Montant total dû voyageur :			32.55

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
------------------	------	-----------------------------	--------------------	---------

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	05/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		28.61
			QC*T ... 3.94	<u>32.55</u>
To and from downtown Ottawa				
Total des dépenses remboursables (CAD)				32.55

Récapitulatif codes de taxes

TPS	Montant total
10600 - 0070 - 0000 - - 8050 - -	3.94

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	28.61	32.55

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
14/08/2017 16:05:52	Alice Widgren	Autorisé(e)	
14/08/2017 09:49:11	Marlo Raynolds	Autorisé(e)	
07/07/2017 09:30:37	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur	Tiffany Anne Ouimet
Date de soumission	06/07/2017

Signature

Soumis au nom du voyageur.

**Nom du délégué**                    *Amanda Herault*

**Date de soumission**            *06/07/2017*

Signature

**Nom de l'émetteur de la recommandation**   *Myriam Montreuil*

**Date recommandée**            *07/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**        *Marlo Reynolds*

**Date d'autorisation**           *14/08/2017*

Signature

**Nom de la personne responsable du traitement**   *Alice Widgren*

**Date de traitement**            *14/08/2017*

Signature

Expense Report Statement

Expense Report Name: To and from downtown Ottawa in same taxi - July 5 2017-1

Traveller Name: Tiffany Anne Ouimet

TIN:

Prepared By: Amanda Herault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Ottawa - July 5 2017

Travel Start Date: 05/07/2017

Travel End Date: 05/07/2017

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC429126

Fiscal Year: 2017-2018

Travel Outside Default Division:

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	32.55
Total reimbursable expenses :	32.55
Total due traveller :	32.55

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	05/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		QC*G ... 3.94	28.61 <hr/> 32.55
To and from downtown Ottawa					

Expense Type	Date	Foreign Amount	Tax Amount	Amount
Total reimbursable expenses (CAD)				32.55

Tax Coding Summary

GST	Total Amount
10600 - 0070 - 0000 -- 8050 --	3.94

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 --	28.61	32.55

Approval History

Date And Time	Approver	Approval Status	Comment
07/07/2017 09:30:37	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name      *Tiffany Anne Ouimet*

Submit Date      06/07/2017

Signature      

Submitted on behalf of the Traveller.

Delegate Name      *Amanda Herault*

Submit Date      06/07/2017

Signature      

**Recommender Name**     *Myriam Montreuil*

**Recommended Date**     07/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**     *Marlo Raynolds*

**Approval Date**               AUG 14 2017          

Signature     

**Processor Name**     \_\_\_\_\_

**Processed Date**     \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Ottawa - July 5 2017

Traveller Name:

Tiffany Anne Ouimet

TIN:

Prepared By:

Amanda Herault

Policy Module:

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel:

Présence nécessaire

Travel Start Date:

05/07/2017

Travel End Date:

05/07/2017

Approval Status:

Approved

Primary Location:

Secondary Location:

Online TAN:

AMC429126

Fiscal Year:

2017-2018

Travel Outside Default Division:

Blanket Travel Authority Applied:

No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Ottawa - July 5 2017

Travel Request Summary





**Itinerary Details**

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

Total Itinerary Cost (CAD) 0.00

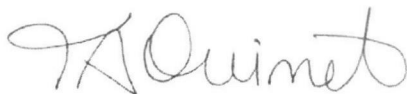
**Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Tiffany Anne Quimet*

**Submit Date** *06/07/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *06/07/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** 06/07/2017

**Signature**

A handwritten signature in black ink, appearing to be 'MR', written over the date '06/07/2017'.

s.16(2)

s.19(1)

REGAL ET CROWN TAXI  
165 RUE JEAN PROULX  
GATINEAU QC J8Z 1T4  
(819) 777-5231

VENTE

IDM: 4170877  
IDT: EN170877 No REF: 00000005  
No Lot: 134 SEQ: 134001001005  
07/05/17 16:36:37  
CODE APPR: 059796  
VISA

\*\*\* / \*\*

MONTANT	\$29.05
POURB	\$3.50
TOTAL	\$32.55

00 - APPROUVE - 001

VISA  
AID: A0000000031010  
TVR: 02 80 00 80 00  
TSE: F8 00

COPIE CLIENT

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister at Fundy National Park, NB - July 2017

Nom du voyageur: Tiffany Anne Ouimet

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Fundy NP - July 2017

Date de début du déplacement: 14/07/2017

Date de fin du déplacement: 16/07/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC427689

Fiscal Year: 2017-2018

Travel Outside Default Division:

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	1,325.42
(Moins) Total des dépenses non remboursables :	748.44
Total des dépenses remboursables :	576.98
Montant total dû voyageur :	576.98
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	19/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		748.44
Manual Prepaid				<u>748.44</u>
Air Canada				
Air Canada and Porter Airlines				
Total des dépenses non remboursables (CAD)				748.44

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
12) Location de véhicule	16/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - - - - - -	NB*TVH 15.41	110.11
National Car Rental System, Inc.				<u>125.52</u>
16) Hébergement commercial	16/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - - - - - -	NB*TVH 35.31	252.19
Delta Hotels And Resorts				<u>287.50</u>
2) Indemnités pour hébergement, repas et frais accessoires	16/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - - - - - -	NB#T ... 12.82	85.48
	16/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 5.29	40.66
				<u>45.95</u>
8) Frais de transport divers	15/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - - - - - -	NB*TVH 2.42	17.29
To fuel the vehicle before returning it.				<u>19.71</u>
Total des dépenses remboursables (CAD)				576.98

Récapitulatif codes de taxes

TVH	Montant total
-----	71.25

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,254.17	1,325.42

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
14/08/2017 16:17:25	Alice Widgren	Autorisé(e)	
14/08/2017 09:49:22	Marlo Raynolds	Autorisé(e)	
19/07/2017 14:44:05	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur                      *Tiffany Anne Ouimet*

Date de soumission                      *19/07/2017*

Signature

Soumis au nom du voyageur.

Nom du délégué                      *Amanda Herault*

Date de soumission                      *19/07/2017*

Signature

**Nom de l'émetteur de la recommandation**     *Myriam Montreuil*

**Date recommandée**             *19/07/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**         *Marlo Raynolds*

**Date d'autorisation**           *14/08/2017*

Signature

**Nom de la personne responsable du traitement**     *Alice Widgren*

**Date de traitement**           *14/08/2017*

Signature

Expense Report Name: To accompany the Minister at Fundy National Park, NB - July 2017

**TIN:**

**Policy Module:** *M3D - Domestic - Overnight Stay*

Other Trip Purpose:

Travel Start Date: 14/07/2017

**ER Approval Status:** *Approval Required*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC427689*

Fiscal Year: 2017-2018

### Travel Outside Default Division:

**Vendor Code:**

**Event:****Comments:**

## Expense Report Summary

## Expense Summary

<b>Total allocated expenses :</b>	<b>1,325.42</b>
(Minus) Total non-reimbursable expenses :	748.44
<b>Total reimbursable expenses :</b>	<b>576.98</b>
<b>Total due traveller :</b>	<b>576.98</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------



Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	19/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		748.44
Manual Prepaid				<u>748.44</u>
Air Canada				
Air Canada and Porter Airlines				
			Total non-reimbursable expenses (CAD)	748.44

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
12) Vehicle Rental	16/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		110.11
		- - - - -	NB*HST 15.41	<u>125.52</u>
National Car Rental System, Inc.				
16) Commercial Accommodation	16/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		252.19
		- - - - -	NB*HST 35.31	<u>287.50</u>
Delta Hotels And Resorts				
2) Allowance: Meals, Incidentals & Private Accommodation	16/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		85.48
		- - - - -	NB#H ... 12.82	<u>98.30</u>
	16/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		40.66
		10600 - 0070 - 0000 - - 8050 - -	ON#H ... 5.29	<u>45.95</u>
8) Misc transportation charges	15/07/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		17.29
		- - - - -	NB*HST 2.42	<u>19.71</u>
To fuel the vehicle before returning it.				
			Total reimbursable expenses (CAD)	576.98

Tax Coding Summary

HST	Total Amount
- - - - -	71.25

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,254.17	1,325.42

Approval History

Date And Time	Approver	Approval Status	Comment
19/07/2017 14:44:05	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name      *Tiffany Anne Ouimet*

Submit Date      19/07/2017

Signature      

Submitted on behalf of the Traveller.

Delegate Name      *Amanda Herault*

Submit Date      19/07/2017

Signature      

Recommender Name      *Myriam Montreuil*


Recommended Date      19/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** Marlo Reynolds

**Approval Date** AUG 14 2017

**Signature** 

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

**Signature**

Travel Request

Travel Request Name: Fundy NP - July 2017

Traveller Name: *Tiffany Anne Ouimet*  
TIN:  
Prepared By: *Amanda Herault*  
Policy Module: *M3D - Domestic - Overnight Stay*  
Trip Purpose: *Key Stakeholder Engagement - Meetings*  
Other Trip Purpose:  
Alternative To Travel: *Présence nécessaire*  
Travel Start Date: *14/07/2017*  
Travel End Date: *16/07/2017*  
Approval Status: *Approved*  
Primary Location:  
Secondary Location:

Online TAN: *AMC427689*  
Fiscal Year: *2017-2018*

Travel Outside Default Division:  
Blanket Travel Authority *No*  
Applied:

Vendor Code:  
Custom Field 1:  
Custom Field 2:  
Custom Field 3:  
Custom Field 4:  
Custom Field 5:

Event:  
Comments:  
*Fundy NP - July 2017*

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	576.98
	576.98

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
12) Vehicle Rental	51496 - 282202 - 0070 - PBJ2 - 2001 - -	125.52
National Car Rental System, Inc.		
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	287.50
Delta Hotels And Resorts		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	144.25
8) Misc transportation charges	51496 - 282202 - 0070 - PBJ2 - 2001 - -	19.71
Fuel for the rental vehicle		
Total reimbursable expenses		576.98

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	576.98	576.98

Approval History

Date And Time	Approver	Approval Status	Comment
19/07/2017 11:45:12	Marlo Raynolds	Approved	

**Itinerary Details**

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement - Meetings*

**Total Itinerary Cost (CAD) 0.00**

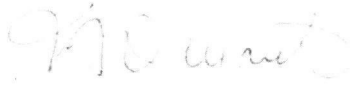
## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Tiffany Anne Ouimet*

**Submit Date** *19/07/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *19/07/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *19/07/2017*

Signature



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 512724  
Invoice Date: 12 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) OUIMET/ TIFFANY ANNE MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	07759	16Jul17 06:15 am	16Jul17 06:53 am	MONCTON - HALIFAX INTL
AC	08631	16Jul17 07:55 am	16Jul17 08:35 am	HALIFAX INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9568110212 for OUIMET/ TIFFANY ANNE MS	306.00	49.97	27.12	383.09
BSP CANADA, IATA 0089573248	41.00	2.05	0.00	43.05
Total Fares:				347.00
Total Taxes:				27.12
Total GST/HST:				52.02
Invoice Total:				426.14
Payment(s):				
12 Jul 17 Credit Card				383.09
12 Jul 17 Credit Card				43.05
Total Payments:				426.14
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 512724  
Invoice Date: 12 Jul 2017  
Client No:  
Agent:  
PNR:

Passenger(s) OUIMET/ TIFFANY ANNE MS

AIR CANADA REFERENCE...  
---  
VALID GOVERNMENT PHOTO ID REQUIRED  
---  
ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE  
---  
RECOMMENDED CHECK-IN: 90 MIN  
CHECK-IN AND BAGGAGE DEADLINE: 45 MIN / 20 MIN AT TORONTO CITY AIRPORT  
BOARDING GATE DEADLINE: 15 MIN  
---  
BAGGAGE: FIRST BAG FREE / SECOND BAG \$35 PLUS TAX  
MAX 50 LBS. AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY  
AEROPLAN TOP TIER: EXTRA BAGGAGE BENEFITS MAY APPLY  
---  
CHECKED BAGGAGE CALCULATOR  
AIRCANADA.COM/EN/TRAVELINFO/AIRPORT/BAGGAGE/CHECKED.HTML  
---  
2 COMPLIMENTARY CARRY-ON BAGS PERMITTED  
1 STANDARD - NOT EXCEEDING 9 X 15.5 X 21.5 INCHES  
1 PERSONAL - NOT EXCEEDING 16 X 33 X 17 INCHES  
MUST BE ABLE TO LIFT INTO OVERHEAD BIN UNASSISTED  
---  
AIR CANADA FLEX FARE  
NON REFUNDABLE  
CREDIT VALID FOR 1 YEAR FROM BOOKING DATE  
IF CANCELLED BEFORE CHECK-IN CLOSES  
---  
FULLY REFUNDABLE WITHIN 24HRS OF BOOKING  
---  
NAME CHANGE FEE: \$60 PLUS TAX  
---  
NO-SHOWS FORFEIT FULL VALUE OF TICKET AND  
RESULTS IN CANCELLATION OF REMAINING FLIGHTS  
---  
CHANGES: \$75 FEE PER DIRECTION PLUS TAX  
DIFFERENCE IN FARE MAY APPLY  
SUBJECT TO AVAILABILITY  
---  
PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION  
---  
PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



## McCORD TRAVEL MANAGEMENT

### Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
21EME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

Invoice No: 512724  
Invoice Date: 12 Jul 2017  
Client No:  
Agent:  
PNR:

**Passenger(s)** OUIMET/TIFFANY ANNE MS

---

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

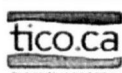
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST. SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) OUIMET/ TIFFANY ANNE  
OUIMET/ TIFFANY ANNE MS

Invoice No: 512725  
Invoice Date: 12 Jul 2017  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00245	14Jul17 07:50 pm	14Jul17 10:30 pm	OTTAWA INTL - MONCTON

CAR/HOTEL BOOKING DETAILS

DELTA BY MARRIOTT B  
750 MAIN ST  
MONCTON NB E1C 1E6 CA  
1 506-8544344  
NATIONA  
Daily Rate: \$125.00 CAD for 2 Nights.  
Conf. No. 1  
14 Jul 2017 to 16 Jul 2017  
Daily Rate: \$36.49 CAD for 2 Nights.  
Conf. No.  
14 Jul 2017 to 16 Jul 2017

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
BSP CANADA, IATA 0089573247	41.00	2.05	0.00	43.05
Ticket # 9568110213 for OUIMET/ TIFFANY ANNE MS	199.00	32.13	48.12	279.25
Total Fares:				240.00
Total Taxes:				48.12
Total GST/HST:				34.18
Invoice Total:				322.30
Payment(s):				
12 Jul 17 Credit Card				279.25
12 Jul 17 Credit Card				43.05
Total Payments:				322.30
Balance Due (CAD):				0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCORD TRAVEL MANAGEMENT

s.16(2)

s.19(1)

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3

**Passenger(s)**    OUIMET/ TIFFANY ANNE  
                         OUIMET/ TIFFANY ANNE MS

Invoice No: 512725  
Invoice Date: 12 Jul 2017  
Client No:  
Agent:  
PNR:

PORTER AIRLINES REFERENCE...

---

VALID GOVERNMENT PHOTO ID REQUIRED

---

ONLINE CHECK-IN: AVAILABLE 24HRS BEFORE DEPARTURE

---

RECOMMENDED CHECK-IN: 60 MIN / 30 MIN IN TORONTO  
CHECK-IN AND BAGGAGE DEADLINE: 30 MIN / 20 MIN IN TORONTO  
BOARDING DEADLINE: 20 MIN / 10 MIN IN TORONTO

---

COMPLIMENTARY SHUTTLE TO/FROM DOWNTOWN TORONTO  
NEW- SHUTTLES ARRIVE AT THE YORK STREET ENTRANCE OF THE ROYAL YORK.

---

BAGGAGE: FIRST BAG \$37.50/ SECOND BAG \$47.50 PLUS TAX  
SAVE \$10 EACH WHEN PAID ONLINE  
MAX 50 LBS AND 62 INCHES TOTAL DIMENSIONS  
OVERWEIGHT AND OVERSIZE FEES APPLY

---

2 COMPLIMENTARY CARRY-ON ITEMS:  
1 STANDARD-NOT EXCEEDING 22X16X9 IN AND LESS THAN 20 LBS  
1 PERSONAL-NOT EXCEEDING 13X17X6 IN AND LESS THAN 20 LBS

---

FULL REFUND WITHIN 24HRS OF BOOKING UP TO 1HR  
PRIOR TO SCHEDULED FLIGHT DEPARTURE

---

PORTER FIRM FARE  
TICKET IS NON-REFUNDABLE AFTER 24HRS OF BOOKING  
FLIGHTS CANCELLED 1HR BEFORE DEPARTURE RESULT IN 1-TIME FLIGHT CREDIT  
MINUS \$75 FEE PLUS TAX PER DIRECTION  
CREDIT VALID FOR 1YR FROM ORIGINAL BOOKING DATE

---

NO-SHOWS FORFEIT FULL VALUE OF TICKET AND  
RESULT IN CANCELLATION OF REMAINING FLIGHTS

---

CHANGE FEE: \$75 PER DIRECTION PLUS ANY DIFFERENCE IN FARE AND TAX  
NAME CHANGE FEE:\$100 PLUS TAX/UP TO 3HRS PRIOR TO DEPARTURE

---

SAME-DAY CHANGE FEE AT AIRPORT: \$150 PLUS TAX AND  
\$75 PLUS TAX BETWEEN TORONTO MONTREAL AND OTTAWA PER DIRECTION

---

COMPLIMENTARY LOUNGE IN TORONTO AND OTTAWA

---

PLEASE REFER TO THE ATTACHED TICKET FOR FURTHER INFORMATION

---

PLEASE REVIEW YOUR ITINERARY TO ENSURE ALL INFORMATION IS CORRECT



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON.CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
200 SACRE-COEUR  
2IEME ETAGE MIN S SUITE  
GATINEAU QC K1A 0H3  
Passenger(s) OUIMET/ TIFFANY ANNE  
OUIMET/ TIFFANY ANNE MS

Invoice No: 512725  
Invoice Date: 12 Jul 2017  
Client No:  
Agent:  
PNR:

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

Passenger(s) are responsible to obtain the necessary documentation such as (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation

McCord Travel Management service fees are non-refundable

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P 613-755-6000 F 613-755-6006  
HST no. R897192522 TICO no. 4800003







777 AVIATION DR  
DIEPPE, NB E1A7Z5  
Federal GST# :889365821

Rental Agreement #:  
Bill Ref #: 1502-4257-901  
Invoice Date: 16/07/2017  
Account #:

BILL TO

TIFFANY ANNE OUIMET

RENTAL INFORMATION

Date/Time Out 07/14/2017 23:04 Date/Time In 07/16/2017 08:04

Renter  
OUIMET, TIFFANY ANNE

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
SILVER		IMPREZA	7PHTQH	9,594 9,815

VIN:4S3GTAE64H3725135

CLAIM INFORMATION

Claim# / PO# / RO#	Insured
Date of Loss	Type of Loss
	Type of Vehicle
	Repair Shop

BILLING DETAIL			
Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 DAY	36.49	72.98
DAMAGE WAIVER	2 DAY	9.75	19.50

Subtotal			92.48
PREMIUM LOCATION CHARGE 14 94 PCT	PCT	14.94	14.19
VLF REC 1.24/DAY	2 DAY	1.24	2.48
HARMONIZED SALES TAX	PCT	15.00	16.37
Total Charges (CAD)			125.52

PAYMENTS			
Payment	Visa		-125.52
Total Payments (CAD)			-125.52

Amount Due (CAD) 0.00  
Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

For Billing Inquiries / Payment Terms :

Te#:9028733300  
ACNARADMIN@ehi.com  
Payment Due within days of invoice date  
Late payments are subject to a finance charge

Thank You For Choosing National Car Rental

Please Return This Portion With Remittance		Amount Due (CAD) 0	
Remit To : ENTERPRISE RENT-A-CAR 1 - 209 AEROTECH DRIVE ENFIELD, NS B2T1K3		Paid By: TIFFANY ANNE OUIMET	
Account #	Rental Agreement	Amount	GPBR
	171865922	0	C9B1



750 Main Street, Moncton, New Brunswick, E1C 1E6  
Telephone: (506) 854-4344 Fax: (506) 858-0957

Tiffany Ouimet

Canada

Room: 0541  
Folio:  
Cashier:  
Arrival: 07-14-17  
Departure: 07-16-17

Date	Description	Additional Information	Charges	Credits
07-14-17	Room Charge		125.00	
07-14-17	HST - Room		18.75	
07-15-17	Room Charge		125.00	
07-15-17	HST - Room		18.75	
07-16-17	Visa			287.50
<u>HST Summary</u>			Total	287.50
Registration No: 826085417				287.50
Room 37.50			Balance Due	0.00 CDN
F&B 0.00				
Other 0.00				
<b>Total 37.50</b>				

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



NOTRE PROMESSE :  
**ATTENDEZ-VOUS À DAVANTAGE<sup>™</sup>**

Effectuez votre réservation en ligne au  
[deltahotels.com](http://deltahotels.com)  
pour obtenir le meilleur tarif.

**MERCI**

d'avoir choisi Delta Hôtels et Villégiatures<sup>MD</sup>.

WE PROMISE: YOU CAN  
**EXPECT EVEN MORE<sup>™</sup>**

Book your stay on  
[deltahotels.com](http://deltahotels.com)  
and receive the best rate anywhere.

**THANK YOU**

for choosing Delta Hotels and Resorts<sup>®</sup>.



1.800.268.1133 [deltahotels.com](http://deltahotels.com)



s.16(2)  
s.19(1)

Traveler Name:	Tiffany Duimet			
Location:	Fundy National Park			
Dates of travel:	July 14 - 16			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday				
Thursday				
Friday			X	
Saturday	X	X	X	
Sunday	X			
Hotel receipt(s)	X			
Taxi receipts	(used chits)			
Miscellaneous receipts	Car rental / gas			
Traveler signature				

Please do not include meals that were provided during this trip.

ESSO  
MAIN ST MONCTON 816  
1999 MAIN ST  
MONCTON, NB E1E 1J1

DATE: 2017-07-15 HEURE: 22:10:04

Paypoint: 01K No TRANS.:047603  
Station#: 00303814 Caissier: manager  
TVH: R840819742

CARBURANT	(L)	(\$/L)	(\$)
Distr. 5			
EORDI	16.605	1.029	17.09
PRODUIT	QTÉ	PRIX	MONTANT
	1	2.19	2.19 H
	1	0.10	0.10
		TVH 15%	0.33

TOTAL CAN \$ 19.71  
CRÉDIT \$ 19.71

\* TVH INCL. DANS L'ESSENCE \$ 2.23

ACHAT  
VISA  
No FACTURE: EAT06317  
# AUTOR: 056227-F

VISA Desjardins  
30000000031010  
0080008000  
F800

01 Approuvée - Merci 027  
ID Reconciliation: EAT017071522094627  
-- IMPORTANT --  
Conserver cette copie pour vos dossiers  
- Copie du Client -

Vous auriez pu accumuler 19 points  
Esso Extra. Votre première récompense  
commence à 150 points.  
Procurez-vous une carte en magasin ou  
rendez-vous sur [essoextra.com](http://essoextra.com).

B - TPS&TVH, T - TPS, T - TVH

Transaction

Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 16/07/2017  
Amount: \$0 00 CAD  
Meals and incidentals

Expenses   Coding   Approval   Summary

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date   End Date  
14/07/2017   16/07/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
14/07/2017	Canada - Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/07/2017	Canada - New Brunswick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16/07/2017	Canada - New Brunswick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	45.95	0.00	0.00
Canada	New Brunswick	98.30	0.00	0.00

Save   Cancel

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Italy - June 2017

Nom du voyageur: Marlo Raynolds

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Italy - June 2017

Date de début du déplacement: 09/06/2017

Date de fin du déplacement: 14/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC419667

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	3,557.66
(Moins) Total des dépenses non remboursables :	1,906.12
Total des dépenses remboursables :	1,651.54
Montant total dû voyageur :	1,651.54
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	06/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		1,906.12
Manual Prepaid				<u>1,906.12</u>
Air Canada				
Air Canada and Lufthansa				
Total des dépenses non remboursables (CAD)				1,906.12

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	09/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 4.29	35.71
				<u>40.00</u>
From home to airport				
16) Hébergement commercial	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		859.60
Other		578.00 (EUR)		<u>859.60</u>
16) Hébergement commercial	12/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		495.50
Other		329.63 (EUR)		<u>495.50</u>
2) Indemnités pour hébergement, repas et frais accessoires	10/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		56.67
		37.65 (EUR)		<u>56.67</u>
2) Indemnités pour hébergement, repas et frais accessoires	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		118.11
		79.20 (EUR)		<u>118.11</u>
	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		81.66
		54.76 (EUR)		<u>81.66</u>

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
Total des dépenses remboursables (CAD)				1,651.54

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 -- 8050 --	4.29

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51495 - 285100 - 0070 - PBJ2 - 2001 --	3,553.37	3,557.66

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
05/07/2017 11:35:54	Myriam Montreuil	Autorisé(e)	
04/07/2017 15:06:07	Catherine McKenna	Autorisé(e)	
28/06/2017 15:33:30	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur	Marlo Raynolds
Date de soumission	23/06/2017

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *23/06/2017*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** *28/06/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Catherine McKenna*

**Date d'autorisation** *04/07/2017*

Signature

**Nom de la personne responsable du traitement** *Myriam Montreuil*

**Date de traitement** *05/07/2017*

Signature

Expense Report Name: To accompany the Minister in Italy - June 2017

Online TAN:	AMC419667
Fiscal Year:	2017-2018
Travel Outside Default	N
Division:	
Vendor Code:	
Event:	
Comments:	

## Expense Summary

<b>Total allocated expenses :</b>	<b>3,557.66</b>
(Minus) Total non-reimbursable expenses :	1,906.12
<b>Total reimbursable expenses :</b>	<b>1,651.54</b>
<b>Total due traveller :</b>	<b>1,651.54</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------



Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	06/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		1,906.12
Manual Prepaid				<u>1,906.12</u>
Air Canada				
Air Canada and Lufthansa				
Total non-reimbursable expenses (CAD)				1,906.12

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	09/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 4.29	35.71
				<u>40.00</u>
From home to airport				
16) Commercial Accommodation	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		859.60
Other		578.00 (EUR)		<u>859.60</u>
16) Commercial Accommodation	12/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		495.50
Other		329.63 (EUR)		<u>495.50</u>
2) Allowance: Meals, Incidentals & Private Accommodation	10/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		56.67
		37.65 (EUR)		<u>56.67</u>
2) Allowance: Meals, Incidentals & Private Accommodation	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		118.11
		79.20 (EUR)		<u>118.11</u>
	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		81.66
		54.76 (EUR)		<u>81.66</u>
Total reimbursable expenses (CAD)				1,651.54

Tax Coding Summary



HST	Total Amount
10600 - 0070 - 0000 -- 8050 --	4.29

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 --	3,553.37	3,557.66

Approval History

Date And Time	Approver	Approval Status	Comment
28/06/2017 15:33:30	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Marlo Raynolds

Submit Date 23/06/2017

Signature



Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

Submit Date 23/06/2017

Signature



**Recommender Name**      *Myriam Montreuil*

**Recommended Date**      28/06/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**      *Catherine McKenna*

**Approval Date**                7 JUL - 4 2017          

Signature      

**Processor Name**      \_\_\_\_\_

**Processed Date**      \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Italy - June 2017

Traveller Name: Marlo Raynolds

TIN:

Prepared By: Amanda Herault

Policy Module: M4 - International - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 09/06/2017

Travel End Date: 14/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC419667

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Italy - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	1,780.44
	1,780.44

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51495 - 285100 - 0070 - PBJ2 - 2001 - -	40.00
16) Commercial Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,500.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	240.44
Total reimbursable expenses		1,780.44

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,780.44	1,780.44

Approval History

Date And Time	Approver	Approval Status	Comment
23/06/2017 08:11:32	Catherine McKenna	Approved	

Itinerary Details

PNR:

Trip Status: *Quoted*

Traveller Type: *Minister's Exempt Staff*

Primary Trip Purpose: *Key Stakeholder Engagement -  
Meetings*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name *Marlo Raynolds*

Submit Date *23/06/2017*

Signature



Submitted on behalf of the Traveller.

Delegate Name *Amanda Hauralt*

Submit Date *23/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

Approver Name *Catherine McKenna*

Approval Date *23/06/2017*

Signature



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No 508523  
Invoice Date 6 Jun 2017  
Client No  
Agent  
PNR

Passenger(s) RAYNOLDS/MARLO MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00838	09Jun17 08:55 pm	10Jun17 10:10 am	OTTAWA INTL - FRANKFURT INTL
LH	00284	10Jun17 12:10 pm	10Jun17 01:30 pm	FRANKFURT INTL - BOLOGNA MARCONI
AC	00891	14Jun17 02:05 pm	14Jun17 05:25 pm	ROME DA VINCI - TORONTO PEARSON
AC	00464	14Jun17 07:10 pm	14Jun17 08:10 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9567852789/90 for RAYNOLDS/MARLO MR	1,122.00	3.51	644.51	1,770.02
BSP CANADA, IATA 0089534506	82.00	4.10	0.00	86.10
Total Fares:				1,204.00
Total Taxes:				644.51
Total GST/HST:				7.61
Invoice Total:				1,856.12
Payment(s):				
06 Jun 17 Credit Card				1,770.02
06 Jun 17 Credit Card				86.10
Total Payments:				1,856.12
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION NUMBER  
LUFTHANSA CONFIRMATION NUMBER  
IN CASE OF CANCELLATION PRIOR TO DEPARTURE  
\$300CAD IS NON-REFUNDABLE  
CHANGES \$300CAD EACH/PLUS THE FARE DIFFERENCE  
VALID PASSPORT REQUIRED FOR TRAVEL



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)

s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 508523  
Invoice Date: 6 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

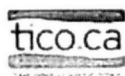
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 508751  
Invoice Date: 8 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

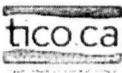
FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00838	09Jun17 08:55 pm	10Jun17 10:10 am	OTTAWA INTL - FRANKFURT INTL
LH	00284	10Jun17 12:10 pm	10Jun17 01:30 pm	FRANKFURT INTL - BOLOGNA MARCONI
AC	00891	14Jun17 02:05 pm	14Jun17 05:25 pm	ROME DA VINCI - TORONTO PEARSON
AC	00464	14Jun17 07:10 pm	14Jun17 08:10 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SEAT SELECTION FEE 9567852789-90	50.00	0.00	0.00	50.00
Total Fares:				50.00
Total Taxes:				0.00
Invoice Total:				50.00
Payment(s):				
08 Jun 17 Credit Card				50.00
Total Payments:				50.00
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION NUMBER  
LUFTHANSA CONFIRMATION NUMBER  
IN CASE OF CANCELLATION PRIOR TO DEPARTURE  
\$300CAD IS NON-REFUNDABLE  
CHANGES \$300CAD EACH/PLUS THE FARE DIFFERENCE  
VALID PASSPORT REQUIRED FOR TRAVEL  
\*\*\*\*\*

AIR CANADA SEAT SELECTION FEE FOR PURCHASE OF  
PREFERRED SEAT ON FLIGHT AC838 (09JUN17). FOR  
PREVIOUS INVOICE NUMBER 508523



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





**McCORD TRAVEL MANAGEMENT****Invoice**

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 508751  
Invoice Date: 8 Jun 2017  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO MR

---

**TERMS AND CONDITIONS**  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

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Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

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130 ALBERT ST. SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



SAVOIA HOTEL REGENCY



Regency Srl - Via del Pilastro, 2 - 40127 Bologna  
Telefono +39 051 376.77.77 - Fax +39 051 376.77.00  
www.savoia.eu - savoia@savoia.eu

Capitale Sociale € 10.000,00  
Partita IVA, Codice Fiscale e Reg. Imprese Trib. BO 02627091206  
Camera di Commercio Bologna n. 454209  
Direzione e Coordinamento: Nonsolohotel srl - Bologna

BANCA DI BOLOGNA	BO ROVERI	IT 85	C 08883	02403	023000231777	SWIFT/BIC
CARISBO SPA	BO S.DONATO	IT 19	R 06385	02438	100000000688	BDBOIT2XXX
DEUTSCHE BANK SPA	BOLOGNA "D"	IT 06	Q 01104	02403	060000150399	IBSPIT2B
BANCO POPOLARE	BOLOGNA "14"	IT 59	Y 05014	02410	060000001544	DEUTITM1254
EMILBANCA	BO-S.DONATO	IT 38	X 07072	02406	029000184190	BAPPIT21586
						ICRAITRTSC

DATA: 12/06/2017 Ricevuta Fiscale - 4336

XRFN

22827/17

OSPITE/EVENTO: MARLO RAYNOLDS

TRATTAMENTO CONVENUTO: BED AND BREAKFAST

DESTINATARIO:

NOTE:

DATA	CAMERA	DESCRIZIONE DEI SERVIZI	QUANTITA'	% IVA	IMPORTO
11/06	136	CITY TAX RAYNOLDS M	1	FCI	5,00
11/06	136	APPARTAMENTO	1	10	154,00
10/06	136	CITY TAX RAYNOLDS M	1	FCI	5,00
10/06	136	APPARTAMENTO	1	10	154,00
Corr. Pag. :318,00					
Tassa Soggiorno: 10,00 (FCI) Fuori Campo Iva					
IMPONIBILE	% IVA	IMPORTO IVA	TOTALE CORRISPETTIVO (IVA INCLUSA)		
			CAPARRA CONFIRMATORIA (DEPOSITI)		
			NETTO A PAGARE		
			2		

FATTURA/RICEVUTA FISCALE (Decreto n. 413 del 30/12/1991, D.M. 30/03/1992)

Fig. FANTASCI, Via Scramio, 5-2 - MODA (BO) Autotezz. Min. n. 995619 del 11 Gennaio 1995

SAVOIA HOTEL REGENCY  
SAVOIA HOTEL REGENCY  
serc. 6760700  
.I.I.C. 00000000045  
ata 12/06/17 Ora 15:29  
ML 70725652 STAN 001218  
od. Online B.C. ICC  
UT. 074511 OPER. 001245  
UTH.RESP.CODE 00  
AN  
ID A0000000031010  
APPL VISA CREDIT  
TC 009C TCC 380 TT 00  
rCC 978 UN F1099865  
RVR 8000008000  
C. 05853ADD58FB7929  
AD 06070A03642000  
CVM Pin Offline  
--- COPIA --- CLIENTE ---  
IMPORTO EUR 318,00  
TRANSAZIONE ESEGUITA  
\*---\* BUONGIORNO \*---\*  
ARRIVEDERCI E GRAZIE

Cnd: \$495.50



FATTURA 16404

Page	1 of 1
Date	14-JUN-2017
Time	07:51:10
Cashier	
User ID	

Info Payer  
Christopher Moraes  
Canada

Room Number 202  
Check-in 12-06-17  
Check-Out 14-06-17  
Confirmation Number  
CRS Number 92991505  
Ta Locator

Date	Text	VAT	Charges	Credits
12-06-17	Appartamento Iva Inclusa		275.00	
12-06-17	Riscosso Contributo di Soggiorno	0%	14.00	
13-06-17	Appartamento Iva Inclusa		275.00	
13-06-17	Riscosso Contributo di Soggiorno	0%	14.00	
14-06-17	Visa			578.00

Tax Rate	Net	VAT	Total Charges	Total Credits
Iva 10%	500.00	50.00	578.00	578.00
Non Imponibile Art. 2	28.00	0.00	578.00	

Merchant ID	Credit Card #
Transaction ID 17216040	Credit Card Expiry XX/XX
Approval Code	Capture Method Manual
Approval Amount 578	Transaction Amount 578

Coordinate Bancarie/Bank Details: UNICREDIT SPA - IBAN: IT 54 H 02008 11835 000003987129- SWIFT CODE: UNCRITMMOTC  
Sede Operativa: Boscolo Hotel Exedra Roma - Piazza della Repubblica, 47 - 00185 ROMA Fax: +390648938000 Tel: +3906489381 Web  
Page: www.boscolohotels.com  
Boscolo Hotels S.p.a. - Sede legale: via Victor Hugo n.2, 20123 MILANO - C.F./Reg.Impr. Milano: 02999420272 - P.I.03350660282 - REA  
MI 1780914 - Capitale sociale: Euro 1.217.716,50 i.v.

VISA VISA ICC  
VISA  
ACQUISTO  
BOSCOLO HOTELS SPA  
PIAZZA DELLA REPUBBLICA  
ROMA

Eserc. 404835800001  
A.I.I.C. 00000000068  
Data 14/06/17 Ora 07:50  
TML 32285029 STAN 006345  
Mod. Online B.C. ICC  
AUT. 017091 OPER. 006264  
AUTH.RESP.CODE 00  
PAN  
A.ID A0000000031010  
APPL VISA CREDIT  
ATC 009F ICC 380 TT 00  
TrCC 978 UN 8D00E935  
TVR 8080008000  
T.C. DFC08FED821B8236  
IAD 06070A03642000  
CVM Pin Offline  
--- COPIA --- CLIENTE ---  
IMPORTO EUR 578,00

TRANSAZIONE ESEGUITA  
GRAZIE E ARRIVEDERCI  
UNICREDIT SPA

s.16(2)

s.19(1)

Traveler Name:	[Handwritten Name]			
Location:	Italy			
Dates of travel:	9-14 June			
Meals and incidentals:	B	L	D	Incidentals
Monday	12		✓	
Tuesday	13		✓	
Wednesday	14			✓
Thursday				
Friday	9			
Saturday	10	✓		
Sunday	11			
Hotel receipt(s)	✓			
Taxi receipts	✓			
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

PERMITTED TO: 259 309 018  
PERSONNEL TO: 13272348  
STAFF TO:  
DRIVER TO:  
GENERAL MANAGER  
COUNCIL MEMBERS:  
COUNCIL SECRETARY  
COUNCIL CLERK  
COUNCIL ADVISOR  
COUNCIL ADVISOR

TOTAL: 2 401.00  
VAT: 50.00  
APPROVED: HUBBARD 09/11/21  
\*\*\*RESPONSIBLE COPY\*\*\*  
COUNCIL SECRETARY: 259 309 018  
COUNCIL CLERK: 13272348  
COUNCIL ADVISOR: 13272348



Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 10/06/2017  
Amount: \$0.00 CAD ( Original Amount €0.00 EUR)  
Meals and incidentals (10/06)

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                      End Date  
10/06/2017                      10/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	In
10/06/2017	Germany - Frankfurt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Germany	Frankfurt	56.67	0.00	0.00

Save      Cancel



Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 14/06/2017  
Amount: \$199.77 CAD ( Original Amount €133.96 EUR)  
Meals and incidentals (12-14/06)

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date

End Date

12/06/2017

14/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priva Acco
12/06/2017	Italy - Rome 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/06/2017	Italy - Rome 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14/06/2017	Italy - Rome 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Italy	Rome	118.12	81.66	0.00

Delete

Save

Cancel



## Daily Exchange Rates Lookup

Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Data Available as: CSV ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/csv?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/csv?start_date=2017-06-12&end_date=2017-06-14)) , JSON ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/json?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/json?start_date=2017-06-12&end_date=2017-06-14)) and XML ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/xml?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/xml?start_date=2017-06-12&end_date=2017-06-14))

New Lookup

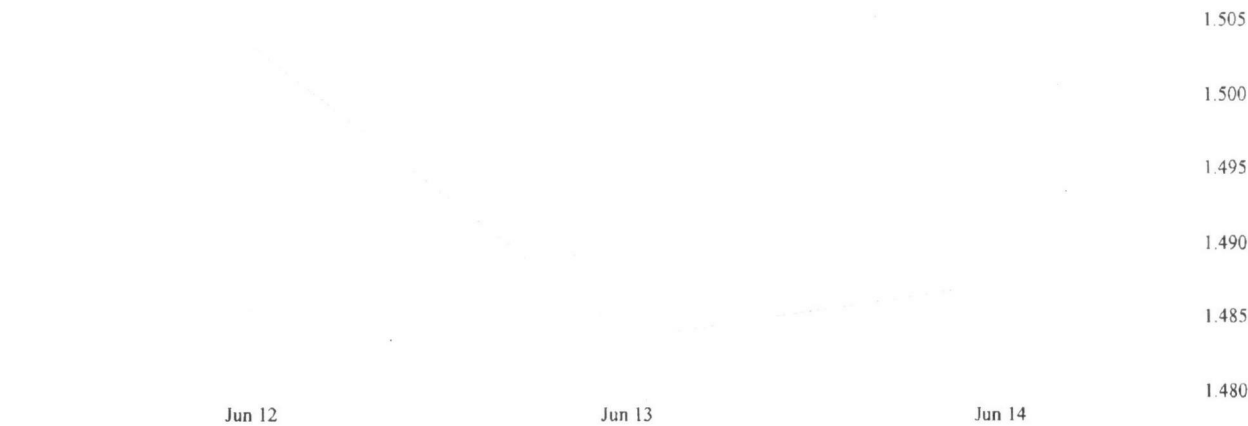
View data for the past:

- 1 Week
- 2 Weeks
- 1 Month
- 3 Months
- 6 Months
- 1 Year

### European euro (EUR)

Low [High]	2017-06-13	1.4835 CAD [0.6741 EUR]
Average	2017-06-12 — 2017-06-14	1.4913 CAD [0.6706 EUR]
High [Low]	2017-06-12	1.5032 CAD [0.6652 EUR]

### European euro → Canadian dollar



Date	EUR → CAD	CAD → EUR
2017-06-12	1.5032	0.6652
2017-06-13	1.4835	0.6741
2017-06-14	1.4872	0.6724

Montreuil, Myriam (EC)

---

**From:** Herault, Amanda (EC)  
**Sent:** August 21, 2017 9:17 AM  
**To:** Montreuil, Myriam (EC)  
**Subject:** FW: Voyage de Marlo Raynolds en Italie AMC419667

**From:** Raynolds, Marlo (EC)  
**Sent:** Monday, August 21, 2017 09:00  
**To:** Herault, Amanda (EC)  
**Cc:** Workman, Caitlin (EC)  
**Subject:** Re: Voyage de Marlo Raynolds en Italie AMC419667

Hi Amanda,

Will send you a screen shot of my visa statement, but it will show that I made an error.

The actual exchange turned out to be \$487.06 cnd

Please advise how best to pay back the difference.

Any other possible currency errors I could have made?

Thanks  
Marlo

Marlo Raynolds  
Chief of Staff, Minister's Office  
Environment & Climate Change Canada

Note: Sent from handheld, please excuse short replies and typos

**From:** Herault, Amanda (EC)  
**Sent:** Monday, August 21, 2017 6:00 AM  
**To:** Raynolds, Marlo (EC)  
**Subject:** FW: Voyage de Marlo Raynolds en Italie AMC419667

Hi Marlo,

Thanks,

Amanda

**From:** Montreuil, Myriam (EC)  
**Sent:** Friday, August 18, 2017 15:59  
**To:** Herault, Amanda (EC)  
**Subject:** Voyage de Marlo Raynolds en Italie AMC419667

Bonjour Amanda,

Pour le voyage de M. Raynolds en Italie, on peut voir une facture d'hôtel de 318 euro et c'est inscrit à la main en dessous que ce montant équivaut à 495.50\$ canadien. Ce qui fait en sorte que dans le rapport de dépenses, le montant Euro est de 329.63 et non de 318 tel qu'inscrit sur la facture. Est-ce possible d'avoir une preuve du taux de change réel ou bien un relevé bancaire qui prouve le montant canadien payé. Ceci serait nécessaire avant la divulgation proactive du 2<sup>ème</sup> trimestre.

Merci beaucoup,

*Myriam Montreuil, CPA, CMA*

Agente financière / Financial officer  
Environnement et Changement Climatique Canada Environment and Climate Change Canada  
200 Boulevard Sacré-Cœur, Gatineau (Québec), K1A 0H3  
819-938-9239

Document Released Under the Access to  
Format  
de la L

# \$487.06

SAVOIA HOTEL REGENCY

BOLOGNA

IT



The foreign exchange transaction amount was determined on the date when the transaction was posted to the account.

s.16(2)

Amount	\$487.06
--------	----------

EUR 318.00 Converted at 0.65290

Transaction Date	Jun 12, 2017
------------------	--------------

Posted Date	Jun 14, 2017
-------------	--------------

Card #



# Expense Report Statement

Expense Report Name: To accompany the Minister in Charlottetown PEI - June 2017

**Traveller Name:** Marlo Raynolds

TIN:

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

**Other Trip Purpose:**

**Travel Request Name:** *Charlottetown PEI - June 2017*

Travel Start Date: 27/06/2017

Travel End Date: 28/06/2017

ER Approval Status: *Approved*

**Primary Location:**

**Secondary Location:**

Online TAN: *AMC454464*

Fiscal Year: 2017-2018

Travel Outside Default Division:

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>1,701.86</b>
-----------------------------------	-----------------

(Minus) Total non-reimbursable expenses :	1,404.36
---	----------

Total reimbursable expenses :	297.50
-------------------------------	--------

**Total due traveller :** 297.50

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------



Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	20/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,404.36
Manual Prepaid				<u>1,404.36</u>
Air Canada				
Total non-reimbursable expenses (CAD)				1,404.36

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 4.29	35.71 <u>40.00</u>
From airport to home				
16) Commercial Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*HST 29.52	210.83 <u>240.35</u>
Other				
2) Allowance: Meals, Incidentals & Private Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#H ... 1.97	15.18 <u>17.15</u>
Total reimbursable expenses (CAD)				297.50

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	35.78

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,666.08	1,701.86

Approval History

Date And Time	Approver	Approval Status	Comment
---------------	----------	-----------------	---------

Date And Time	Approver	Approval Status	Comment
15/08/2017 11:55:38	Minh Du Banh	Approved	
14/08/2017 09:47:24	Catherine McKenna	Approved	
05/07/2017 11:48:46	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name            Marlo Raynolds

Submit Date                04/07/2017

Signature

Submitted on behalf of the Traveller.

Delegate Name            Amanda Herault

Submit Date                04/07/2017

Signature

Recommender Name        Myriam Montreuil

Recommended Date        05/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**                    *Catherine McKenna*

**Approval Date**                    *14/08/2017*

Signature

**Processor Name**                    *Minh Du Banh*

**Processed Date**                    *15/08/2017*

Signature

## Expense Report Statement

Expense Report Name: To accompany the Minister in Charlottetown PEI - June 2017

**Traveller Name:** Marlo Raynolds

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

**Travel Request Name:** *Charlottetown PEI - June 2017*

Travel Start Date: 27/06/2017

Travel End Date: 28/06/2017

**ER Approval Status:** *Approval Required*

**Primary Location:**

Secondary Location:

Online TAN: *AMC454464*

Fiscal Year: 2017-2018

Travel Outside Default *N*

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>1,701.86</b>
(Minus) Total non-reimbursable expenses :	1,404.36
<b>Total reimbursable expenses :</b>	<b>297.50</b>
<b>Total due traveller :</b>	<b>297.50</b>

### Non-Reimbursable Expenses

[illegible]

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	20/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,404.36
Manual Prepaid				<u>1,404.36</u>
Air Canada				
Total non-reimbursable expenses (CAD)				1,404.36

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 4.29	35.71 <u>40.00</u>
From airport to home				
16) Commercial Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - -----	PE*HST 29.52	210.83 <u>240.35</u>
Other				
2) Allowance: Meals, Incidentals & Private Accommodation	28/06/2017	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#H ... 1.97	15.18 <u>17.15</u>
Total reimbursable expenses (CAD)				297.50

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	35.78

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,666.08	1,701.86

Approval History

Date And Time	Approver	Approval Status	Comment

Date And Time	Approver	Approval Status	Comment
05/07/2017 11:48:46	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name            *Marlo Raynolds*

Submit Date            04/07/2017

Signature            

Submitted on behalf of the Traveller.

Delegate Name            *Amanda Herault*

Submit Date            04/07/2017

Signature            

Recommender Name            *Myriam Montreuil*

Recommended Date            05/07/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name            *Catherine McKenna*

Approval Date                AUG 14 2017    

Signature            

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature



Travel Request

Travel Request Name: Charlottetown PEI - June 2017

Traveller Name: Marlo Raynolds

TIN:

Prepared By: Amanda Herault

Policy Module: M3D - Domestic - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 27/06/2017

Travel End Date: 28/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC454464

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments: Charlottetown PEI - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	412.30
	412.30

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	250.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	162.30
Total reimbursable expenses		412.30

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	412.30	412.30

Approval History

Date And Time	Approver	Approval Status	Comment
30/06/2017 14:32:03	Catherine McKenna	Approved	

Itinerary Details

PNR:

Trip Status: Quoted

**Traveller Type:** *Minister's Exempt Staff*  
**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Marlo Raynolds*

**Submit Date**

*30/08/2017*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date**

*30/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**Approval Date**

*30/06/2017*

Signature



McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510832  
Invoice Date: 23 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00469	27Jun17 06:00 am	27Jun17 07:03 am	OTTAWA INTL - TORONTO PEARSON
AC	01706	27Jun17 07:55 am	27Jun17 10:54 am	TORONTO PEARSON - CHARLOTTETOWN
AC	08627	28Jun17 04:05 pm	28Jun17 04:50 pm	CHARLOTTETOWN - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
CHANGE FEE 2179466384	75.00	9.75	0.00	84.75
Total Fares:				75.00
Total Taxes:				0.00
Total GST/HST:				9.75
Invoice Total:				84.75
Payment(s):				
23 Jun 17 Credit Card				84.75
Total Payments:				84.75
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510345/TKT 2179364772  
\*\*\*\*\*  
RETURN FLIGHT DATE CHANGE  
PREVIOUS TICKET NUMBER 2179369481/INVOICE 510373



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCoRD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510832  
Invoice Date: 23 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

---

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above .

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada , as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P 613-755-6000 F 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510345  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO / MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00469	27Jun17 06:00 am	27Jun17 07:03 am	OTTAWA INTL - TORONTO PEARSON
AC	01706	27Jun17 07:55 am	27Jun17 10:54 am	TORONTO PEARSON - CHARLOTTETOWN
AC	01709	28Jun17 05:40 am	28Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	28Jun17 08:10 am	28Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179364772	1,026.00	142.26	65.25	1,233.51
BSP CANADA, IATA 0089545845	82.00	4.10	0.00	86.10
Total Fares:				1,108.00
Total Taxes:				65.25
Total GST/HST:				146.36
Invoice Total:				1,319.61
Payment(s):				
20 Jun 17 Credit Card				1,233.51
20 Jun 17 Credit Card				86.10
Total Payments:				1,319.61
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510345  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO MR

---

**TERMS AND CONDITIONS**  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above.

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Price increases are not permitted in this contract unless otherwise mentioned in this document.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F 613-755-6006  
HST no. R897192522 TICO no. 4800003





McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510373  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00469	27Jun17 06:00 am	27Jun17 07:03 am	OTTAWA INTL - TORONTO PEARSON
AC	01706	27Jun17 07:55 am	27Jun17 10:54 am	TORONTO PEARSON - CHARLOTTETOWN
AC	01709	29Jun17 05:40 am	29Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	29Jun17 08:10 am	29Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179369481	0.00	0.00	0.00	0.00
Total Fares:				0.00
Total Taxes:				0.00
Invoice Total:				0.00
Payment(s):				
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510345/TKT 2179364772

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

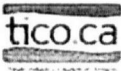
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

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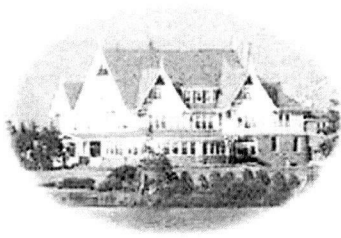
McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





Dalvay By The Sea

16 Cottage Cres. Dalvay, PO Box 9, C0A 1P0, PE  
reservations@dalvaybythesea.com

Marlo Raynolds

Page # 1  
Res. # 066230  
Checked in Tue Jun 27/17 - 10:34pm  
Checked out Wed Jun 28/17 - 11:13am  
Nights 1  
Room Rate 209.00  
Room 208

Group: Environment Climate Change Con

Date	Description	Reference	Charges	Credits
Jun27	Room Charges		209.00	
Jun27	HST		31.35	
Jun28	PAID BY VISA - Thank you	031		240.35
Total Outstanding 0.00			----- 240.35	----- 240.35

Thank you for staying with us at Dalvay By The Sea!  
Please travel safely on your return journey.  
We look forward to seeing you again soon!

Charge Summary:  
HST 31.35

s.16(2)  
s.19(1)

Traveler Name:	Marlo			
Location:	Charlottetown, PEI			
Dates of travels:	27-28 - June 2017			
Meals and Incidentals:	B	L	D	Inc.
Monday				
Tuesday 27	✓			
Wednesday 28				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	✓			
Taxi receipts	✓			
Miscellaneous receipts	✓			
Traveler Signature	[Signature]			

Please do not include meals that were provided during this trip

BLUE LINE  
1017 2nd St.  
Charlottetown, PEI  
C1A 1A6

Traveler Name: Marlo  
Location: Charlottetown, PEI  
Dates of travel: 27-28 June 2017

Meals and Incidentals:

	B	L	D	Inc.
Monday				
Tuesday 27	✓			
Wednesday 28				
Thursday				
Friday				
Saturday				
Sunday				

Hotel receipt(s) ✓  
Taxi receipts ✓  
Miscellaneous receipts ✓

Traveler Signature: [Signature]

\*\*\*\*\*FAXED TOTAL TO: C. O'NEILL\*\*\*\*\*  
C. O'NEILL (1977) 1-800-44-2612  
Charlottetown, PEI C1A 1A6



View Linked Transactions  
Out of Pocket Expenses: Copy

Expenses      Coding      Approval      Summary

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Start Date	End Date
27/06/2017	28/06/2017

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
27/06/2017	Canada - Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28/06/2017	Canada - Prince Edward Island	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Summary

Save Cancel

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510832  
Invoice Date: 23 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00469	27Jun17 06:00 am	27Jun17 07:03 am	OTTAWA INTL - TORONTO PEARSON
AC	01706	27Jun17 07:55 am	27Jun17 10:54 am	TORONTO PEARSON - CHARLOTTETOWN
AC	08627	28Jun17 04:05 pm	28Jun17 04:50 pm	CHARLOTTETOWN - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
CHANGE FEE 2179466384	75.00	9.75	0.00	84.75
Total Fares:				75.00
Total Taxes:				0.00
Total GST/HST:				9.75
Invoice Total:				84.75
Payment(s):				
23 Jun 17 Credit Card				84.75
Total Payments:				84.75
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510345/TKT 2179364772  
\*\*\*\*\*  
RETURN FLIGHT DATE CHANGE  
PREVIOUS TICKET NUMBER 2179369481/INVOICE 510373



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510832  
Invoice Date: 23 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P 613-755-6000 F 613-755-6006  
HST no. R897192522 TICO no. 4800003





Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510345  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

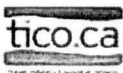
Passenger(s) RAYNOLDS/MARLO MR

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A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
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AC	00442	28Jun17 08:10 am	28Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179364772	1,026.00	142.26	65.25	1,233.51
BSP CANADA, IATA 0089545845	82.00	4.10	0.00	86.10
Total Fares:				1,108.00
Total Taxes:				65.25
Total GST/HST:				146.36
Invoice Total:				1,319.61
Payment(s):				
20 Jun 17 Credit Card				1,233.51
20 Jun 17 Credit Card				86.10
Total Payments:				1,319.61
Balance Due (CAD):				0.00

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SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
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PER DIRECTION  
INSURANCE OFFERED/DECLINED



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no 4800003





McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510345  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P 613-755-6000 F 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MINISTER OF ENVIRONMENT CANADA  
10 WELLINGTON ST-28TH FLOOR  
GATINEAU QC K1A 0H3

Invoice No: 510373  
Invoice Date: 20 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00469	27Jun17 06:00 am	27Jun17 07:03 am	OTTAWA INTL - TORONTO PEARSON
AC	01706	27Jun17 07:55 am	27Jun17 10:54 am	TORONTO PEARSON - CHARLOTTETOWN
AC	01709	29Jun17 05:40 am	29Jun17 06:55 am	CHARLOTTETOWN - TORONTO PEARSON
AC	00442	29Jun17 08:10 am	29Jun17 09:11 am	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2179369481	0.00	0.00	0.00	0.00
Total Fares:				0.00
Total Taxes:				0.00
Invoice Total:				0.00
Payment(s):				
Balance Due (CAD):				0.00

AIR CANADA CONFIRMATION  
SEE ELECTRONIC TICKET FOR FARE RULES AND REGULATIONS  
BAGGAGE INFORMATION AND CHECK IN RULES  
VALID GOVERNMENT ISSUE PHOTO ID REQUIRED FOR TRAVEL  
TICKET IS NON REFUNDABLE \*FLEX FARE\*  
CHANGES PERMITTED - SUBJECT TO \$75CAD FEE PLUS FARE DIFFERENCE  
PER DIRECTION  
INSURANCE OFFERED/DECLINED  
FLIGHT CHANGE - PREVIOUS INVOICE 510345/TKT 2179364772

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

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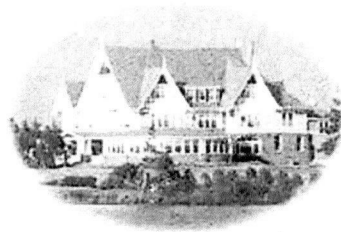
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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





## Dalvay By The Sea

16 Cottage Cres. Dalvay, PO Box 9, COA 1P0, PE  
reservations@dalvaybythesea.com

**Marlo Raynolds**

**Page #** 1  
**Res. #** 066230  
**Checked in** Tue Jun 27/17 - 10:34pm  
**Checked out** Wed Jun 28/17 - 11:13am  
**Nights** 1  
**Room Rate** 209.00  
**Room** 208

**Group: Environment Climate Change Con**

Date	Description	Reference	Charges	Credits
Jun27	Room Charges		209.00	
Jun27	HST		31.35	
Jun28	PAID BY VISA - Thank you	031		240.35
	<i>Total Outstanding</i>	0.00	240.35	240.35

*Thank you for staying with us at Dalvay By The Sea!*  
*Please travel safely on your return journey.*  
*We look forward to seeing you again soon!*


Charge Summary:  
HST 31.35

TOTAL = \$ 46.00

002780280 1407581c 004011

\*\*\*PASSENGER COPY\*\*\*

POLYMER LETTERS 1-600 44: 2612  
 POLYMER LETTERS 1-600 44: 2612  
 1966b



**BLUELINE**

View Linked Transactions  
Out of Pocket Expenses: Copy

### Meals and incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
27/06/2017	Canada - Ontario 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28/06/2017	Canada - Prince Edward Island 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Calculate Allowances

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	17.15	0.00	0.00
Canada	Prince Edward Island	0.00	0.00	0.00

Save

Cancel

**Montreuil, Myriam (EC)**

---

**From:** Angrignon-Duval, Jael (EC)  
**Sent:** July 5, 2017 11:48 AM  
**To:** Montreuil, Myriam (EC)  
**Subject:** RE: Autorisation hôtel - Marlo Raynolds - AMC454464

Approved.

*Jael Angrignon-Duval*  
Tel.: 819-938-3069

**From:** Montreuil, Myriam (EC)  
**Sent:** July 5, 2017 11:46 AM  
**To:** Angrignon-Duval, Jael (EC)  
**Subject:** Autorisation hôtel - Marlo Raynolds - AMC454464

Bonjour Jael,

Ci-dessous un hôtel à approuver.

Hôtel : Dalvay By the Sea  
Voyageur : Marlo Raynolds  
Destination : Charlottetown  
Date : 27 juin 2017  
Maximum autorisé : 164\$  
Montant payé : 209\$  
Justification : Same hotel as Minister.

Merci,

*Myriam Montreuil, CPA, CMA*  
Agente financière / Financial officer  
Environnement et Changement Climatique Canada/Environment and Climate Change Canada  
200 Boulevard Sacré-Cœur, Gatineau (Québec), K1A 0H3  
819-938-9239



Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Italy - June 2017

Nom du voyageur: Caitlin Workman

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Italy - June 2017

Date de début du déplacement: 09/06/2017

Date de fin du déplacement: 18/06/2017

État d'autorisation du rapport de dépenses: Autorisé(e)

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC479477

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses	
Total des dépenses attribuées :	3,786.48
(Moins) Total des dépenses non remboursables :	2,140.40
Total des dépenses remboursables :	1,646.08
Montant total dû voyageur :	1,646.08
Dépenses non remboursables	



Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	06/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		2,140.40
Manual Prepaid				<u>2,140.40</u>
Air Canada				
Air Canada and Lufthansa				
Total des dépenses non remboursables (CAD)				2,140.40

Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	09/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 3.43	28.57 <u>32.00</u>
From home to airport				
16) Hébergement commercial	12/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		478.02
Other		318.00 (EUR)		<u>478.02</u>
16) Hébergement commercial	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		838.78
Other		564.00 (EUR)		<u>838.78</u>
2) Indemnités pour hébergement, repas et frais accessoires	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		122.50
		82.14 (EUR)		<u>122.50</u>
	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		118.11
		79.20 (EUR)		<u>118.11</u>
2) Indemnités pour hébergement, repas et frais accessoires	10/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		56.67
		37.65 (EUR)		<u>56.67</u>

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
Total des dépenses remboursables (CAD)				1,646.08

Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	3.43

Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51495 - 285100 - 0070 - PBJ2 - 2001 - -	3,783.05	3,786.48

Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
05/07/2017 09:08:11	Myriam Montreuil	Autorisé(e)	
04/07/2017 15:03:57	Marlo Raynolds	Autorisé(e)	
28/06/2017 14:44:52	Myriam Montreuil	Autorisé(e)	

Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur	Caitlin Workman
Date de soumission	23/06/2017

Signature

Soumis au nom du voyageur.

**Nom du délégué**                    *Amanda Herault*

**Date de soumission**            *23/06/2017*

Signature

**Nom de l'émetteur de la recommandation**    *Myriam Montreuil*

**Date recommandée**            *28/06/2017*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**        *Marlo Raynolds*

**Date d'autorisation**          *04/07/2017*

Signature

**Nom de la personne responsable du traitement**    *Myriam Montreuil*

**Date de traitement**          *05/07/2017*

Signature

Expense Report Name: To accompany the Minister in Italy - June 2017

<b>Traveller Name:</b>	<i>Caitlin Workman</i>
<b>TIN:</b>	.
<b>Prepared By:</b>	<i>Amanda Herault</i>
<b>Policy Module:</b>	<i>M4 - International - Overnight Stay</i>
<b>Trip Purpose:</b>	<i>Key Stakeholder Engagement - Meetings</i>

Other Trip Purpose:	
Travel Request Name:	Italy - June 2017
Travel Start Date:	09/06/2017
Travel End Date:	18/06/2017
ER Approval Status:	Approval Required
Primary Location:	
Secondary Location:	

Online TAN:	AMC479477
Fiscal Year:	2017-2018
Travel Outside Default	N
Division:	
Vendor Code:	
Event:	
Comments:	

## Expense Report Summary

## Expense Summary

<b>Total allocated expenses :</b>	<b>3,786.48</b>
(Minus) Total non-reimbursable expenses :	2,140.40
<b>Total reimbursable expenses :</b>	<b>1,646.08</b>
<b>Total due traveller :</b>	<b>1,646.08</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	06/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		2,140.40
Manual Prepaid				<u>2,140.40</u>
Air Canada				
Air Canada and Lufthansa				
Total non-reimbursable expenses (CAD)				2,140.40

Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	09/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 3.43	28.57
				<u>32.00</u>
From home to airport				
16) Commercial Accommodation	12/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		478.02
		318.00 (EUR)		<u>478.02</u>
Other				
16) Commercial Accommodation	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		838.78
		564.00 (EUR)		<u>838.78</u>
Other				
2) Allowance: Meals, Incidentals & Private Accommodation	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		122.50
		82.14 (EUR)		<u>122.50</u>
	14/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		118.11
		79.20 (EUR)		<u>118.11</u>
2) Allowance: Meals, Incidentals & Private Accommodation	10/06/2017	51495 - 285100 - 0070 - PBJ2 - 2001 - -		56.67
		37.65 (EUR)		<u>56.67</u>
Total reimbursable expenses (CAD)				1,646.08

Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 -- 8050 --	3.43

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 --	3,783.05	3,786.48

Approval History

Date And Time	Approver	Approval Status	Comment
28/06/2017 14:44:52	Myriam Montreuil	Approved	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name      Caitlin Workman

Submit Date      23/06/2017

Signature      

Submitted on behalf of the Traveller.

Delegate Name      Amanda Herault

Submit Date      23/06/2017

Signature      

**Recommender Name**      *Myriam Montreuil*

**Recommended Date**      28/06/2017

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**      *Marlo Raynolds*

JUL - 4 2017

**Approval Date**

Signature



**Processor Name**

**Processed Date**

Signature



Travel Request

Travel Request Name: Italy - June 2017

Traveller Name: Caitlin Workman

TIN:

Prepared By: Amanda Herault

Policy Module: M4 - International - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 09/06/2017

Travel End Date: 18/06/2017

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC479477

Fiscal Year: 2017-2018

Travel Outside Default Division: N

Blanket Travel Authority Applied: No

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Italy - June 2017

Travel Request Summary

Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	1,820.88
	1,820.88

Advance Summary

Travel advance:	0.00
-----------------	------

Reimbursable Expenses

Expense Type		Amount
11) Taxi	51495 - 285100 - 0070 - PBJ2 - 2001 - -	40.00
16) Commercial Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,500.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	280.88
Total reimbursable expenses		1,820.88

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,820.88	1,820.88

Approval History

Date And Time	Approver	Approval Status	Comment
23/06/2017 08:12:14	Marlo Raynolds	Approved	

Itinerary Details

PNR:

Trip Status: *Quoted*

Traveller Type: *Minister's Exempt Staff*

Primary Trip Purpose: *Key Stakeholder Engagement -  
Meetings*

Total Itinerary Cost (CAD) 0.00

**Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name *Caitlin Workman*

Submit Date *23/06/2017*

Signature

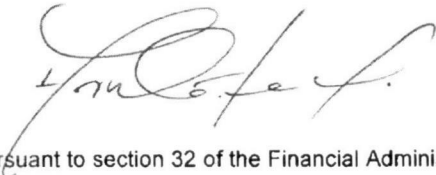


Submitted on behalf of the Traveller.

Delegate Name *Amanda Herault*

Submit Date *23/06/2017*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

Approver Name *Marlo Reynolds*

Approval Date *23/06/2017*



Signature

# Invoice

Invoice No: 508524  
Invoice Date: 6 Jun 2017  
Client No:  
Agent:  
PNR:

<b>Passenger(s)</b>	WORKMAN/CAITLIN	M
---------------------	-----------------	---

## FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00838	09Jun17 08:55 pm	10Jun17 10:10 am	OTTAWA INTL - FRANKFURT INTL
AC	09497	10Jun17 12:10 pm	10Jun17 01:30 pm	FRANKFURT INTL - BOLOGNA MARCONI
LX	01737	14Jun17 02:55 pm	14Jun17 04:35 pm	ROME DA VINCI - ZURICH
LX	00466	14Jun17 05:15 pm	14Jun17 05:55 pm	ZURICH - LONDON CITY
AC	00889	18Jun17 03:45 pm	18Jun17 06:20 pm	LONDON HEATHROW - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9567852791/92 for WORKMAN/CAITLIN M	1,122.00	2.99	849.31	1,974.30
BSP CANADA, IATA 0089534507	82.00	4.10	0.00	86.10
Total Fares:				1,204.00
Total Taxes:				849.31
Total GST/HST				7.09
<b>Invoice Total:</b>				<b>2,060.40</b>
<b>Payment(s):</b>				
06 Jun 17 Credit Card				1,974.30
06 Jun 17 Credit Card				86.10
<b>Total Payments:</b>				<b>2,060.40</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

\*\*\* LONDON STOP 14-18 JUN IS COSTING \$204.28CAD EXTRA  
AIR CANADA CONFIRMATION NUMBER  
LUFTHANSA CONFIRMATION NUMBER<sup>1</sup>  
SWISS AIR CONFIRMATION NUMBER  
IN CASE OF CANCELLATION PRIOR TO DEPARTURE  
\$300CAD IS NON-REFUNDABLE  
CHANGES \$300CAD EACH/PLUS THE FARE DIFFERENCE  
VALID PASSPORT REQUIRED FOR TRAVEL



s.16(2)  
s.19(1)

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU.QC K1A0H3

Invoice No: 508524  
Invoice Date: 6 Jun 2017  
Client No:  
Agent:  
PNR: I

Passenger(s) WORKMAN/CAITLIN M

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

Price increases are not permitted in this contract unless otherwise mentioned in this document.

Living standards, practices, and conditions at the destination may differ from Canada, as might the provision of utilities, services, and accommodation.

McCord Travel Management service fees are non-refundable.

If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3

Invoice No: 508757  
Invoice Date: 8 Jun 2017  
Client No:  
Agent: /  
PNR: I

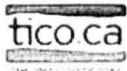
Passenger(s) WORKMAN/CAITLIN M

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00838	09Jun17 08:55 pm	10Jun17 10:10 am	OTTAWA INTL - FRANKFURT INTL
AC	09497	10Jun17 12:10 pm	10Jun17 01:30 pm	FRANKFURT INTL - BOLOGNA MARCONI
LX	01737	14Jun17 02:55 pm	14Jun17 04:35 pm	ROME DA VINCI - ZURICH
LX	00466	14Jun17 05:15 pm	14Jun17 05:55 pm	ZURICH - LONDON CITY
AC	00889	18Jun17 03:45 pm	18Jun17 06:20 pm	LONDON HEATHROW - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SEAT SELECTION FEE 9567852791-92	50.00	0.00	0.00	50.00
Total Fares:				50.00
Total Taxes:				0.00
Invoice Total:				50.00
Payment(s):				
08 Jun 17 Credit Card				50.00
Total Payments:				50.00
Balance Due (CAD):				0.00

\*\*\* LONDON STOP 14-18 JUN IS COSTING \$204.28CAD EXTRA  
AIR CANADA CONFIRMATION NUMBER  
LUFTHANSA CONFIRMATION NUMBER  
SWISS AIR CONFIRMATION NUMBER  
IN CASE OF CANCELLATION PRIOR TO DEPARTURE  
\$300CAD IS NON-REFUNDABLE  
CHANGES \$300CAD EACH/PLUS THE FARE DIFFERENCE  
VALID PASSPORT REQUIRED FOR TRAVEL  
\*\*\*\*\*  
AIR CANADA SEAT SELECTION FEE FOR PURCHASE OF  
PREFERRED SEAT ON FLIGHT AC838 (09JUN17). FOR  
PREVIOUS INVOICE NUMBER 508524



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM	Invoice No:	508757
HON. CATHERINE MCKENNA	Invoice Date:	8 Jun 2017
MIN OF ENVIRONMENT CANADA	Client No:	
200 SACREE COEUR	Agent:	
21EME ETAGE	PNR:	
GATINEAU QC K1A0H3		
Passenger(s)	WORKMAN/CAITLIN	M

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

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If you are booked with a tour operator, further term and conditions may apply. Refer to their documentation for further details



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





s.16(2)  
s.19(1)

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3

Invoice No: 508777  
Invoice Date: 8 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN, M

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00838	09Jun17 08:55 pm	10Jun17 10:10 am	OTTAWA INTL - FRANKFURT INTL
AC	09497	10Jun17 12:10 pm	10Jun17 01:30 pm	FRANKFURT INTL - BOLOGNA MARCONI
LX	01737	14Jun17 02:55 pm	14Jun17 04:35 pm	ROME DA VINCI - ZURICH
LX	00466	14Jun17 05:15 pm	14Jun17 05:55 pm	ZURICH - LONDON CITY
AC	00889	18Jun17 03:45 pm	18Jun17 06:20 pm	LONDON HEATHROW - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SEAT SELECTION FEE 7244562260945	30.00	0.00	0.00	30.00
Total Fares:				30.00
Total Taxes:				0.00
Invoice Total:				30.00
Payment(s):				
08 Jun 17 Credit Card (				30.00
Total Payments:				30.00
Balance Due (CAD):				0.00

\*\*\* LONDON STOP 14-18 JUN IS COSTING \$204.28CAD EXTRA  
AIR CANADA CONFIRMATION NUMBER  
LUFTHANSA CONFIRMATION NUMBER  
SWISS AIR CONFIRMATION NUMBER  
IN CASE OF CANCELLATION PRIOR TO DEPARTURE  
\$300CAD IS NON-REFUNDABLE  
CHANGES \$300CAD EACH/PLUS THE FARE DIFFERENCE  
VALID PASSPORT REQUIRED FOR TRAVEL  
\*\*\*\*\*  
SWISS SEAT SELECTION FEE FOR PURCHASE OF  
PREFERRED SEAT ON FLIGHT LX1737 (14JUN17). FOR  
PREVIOUS INVOICE NUMBERS 508524 AND 508757



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



s.16(2)  
s.19(1)

McCORD TRAVEL MANAGEMENT

Invoice

DNM  
HON. CATHERINE MCKENNA  
MIN OF ENVIRONMENT CANADA  
200 SACREE COEUR  
21EME ETAGE  
GATINEAU QC K1A0H3

Invoice No: 508777  
Invoice Date: 8 Jun 2017  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN M

TERMS AND CONDITIONS  
AS REQUIRED BY THE TRAVEL INDUSTRY COUNCIL OF ONTARIO

Please review your itinerary to ensure that all information is correct.

Out of province medical insurance and trip cancellation insurance have been offered and declined unless otherwise stated above

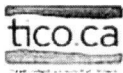
Passenger(s) are responsible to obtain the necessary documentation such as: (i) valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if required information and travel documents are complete.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



SAVOIA HOTEL REGENCY



Regency Srl - Via del Pilastro, 2 - 40127 Bologna  
Telefono +39 051 376.77.77 - Fax +39 051 376.77.00  
www.savoia.eu - savoia@savoia.eu

Capitale Sociale € 10.000,00  
Partita IVA, Codice Fiscale e Reg. Imprese Trib. BO 02627091206  
Camera di Commercio Bologna n. 454209  
Direzione e Coordinamento: Nonsolohotel srl - Bologna

	IBAN	SWIFT/BIC
BANCA DI BOLOGNA	BO-ROVERI	IT 85 C 08883 02403 023000231777 BDB0IT22XXX
CARISBO SPA	BO-S.DONATO	IT 19 R 06385 02438 100000001688 IBSPIT2B
DEUTSCHE BANK SPA	BOLOGNA "D"	IT 06 0 03104 02403 000000150399 DEUT33HAN
BANCO POPOLARE	BOLOGNA "14"	IT 39 F 05034 02410 000000001544 BAPPIIT21586
EMILBANCA	BO-S.DONATO	IT 58 X 07072 02406 029000184190 ICRAITRR150

DATA 12/06/2017 Ricevuta Fiscale - 4317

XRFN 22807/17

OSPITE/EVENTO CAITLIN WORKMAN

TRATTAMENTO/CONVENUTO BED AND BREAKFAST

DESTINATARIO

NOTE:

FATTURA/RICEVUTA FISCALE (legge n. 413 del 30/12/1991, D.M. 30/03/1992)

DATA	CAMERA	DESCRIZIONE DEI SERVIZI	QUANTITA	% IVA	IMPORTO
11/06	135	CITY TAX WORKMAN C.	1	FCI	5,00
11/06	135	APPARTAMENTO	1	10	154,00
10/06	135	CITY TAX WORKMAN C.	1	FCI	5,00
10/06	135	APPARTAMENTO	1	10	154,00

Tipo FATTURA: 3-3 (MOLTA) (BO) Aut. n. 1838/94 del 11 Gennaio 1995

Corr. Pag. :318,00

Tassa Soggiorno: 10,00 (FCI) Fuori Campo Iva

IMPONIBILE	% IVA	IMPORTO IVA

TOTALE CORRISPETTIVO (IVA INCLUSA)	318,00
CAPARRIA CONFIRMATORIA (DEPOSITO)	0,00
NETTO A PAGARE	318,00

CARTASI  
VISA  
ACQUISTO  
Savoia Hotel Regency  
Via del Pilastro BOLOGNA  
Eserc. 9203217  
A.I.I.C. 00000000003  
Data 12/06/17 Ora 12:13  
TML 31121887 STAN 000020  
Mod. Online B.C. ICC  
AUT. 09845I OPER. 000081  
AUTH.RESP.CODE 00  
PAN  
A.ID A0000000001010  
APPL Visa Credit  
ATC 0002 TCC 380 TT 00  
TrCC 978 UN F65FB6A0  
TVR 0080008000  
T.C. 28CC89F6BBDD2846  
IAD 06040A03643002  
--- COPIA --- CLIENTE ---  
IMPORTO EUR 318,00  
Transazione eseguita  
NO REFUND/CANCELLATION  
CartaSi

s.16(2)  
s.19(1)



FATTURA 16403

Page	1 of 1
Date	14-JUN-2017
Time	07:48:17
Cashier	
User ID	

	Info	Payer
		Caitlin Workman Canada
Room Number	306	
Check-In	12-06-17	
Check-Out	14-06-17	
Confirmation Number		
CRS Number	92990570	
Ta Locator		

Date	Text	VAT	Charges	Credits
12-06-17	Appartamento Iva Inclusa		275.00	
12-06-17	Riscosso Contributo di Soggiorno	0%	7.00	
13-06-17	Appartamento Iva Inclusa		275.00	
13-06-17	Riscosso Contributo di Soggiorno	0%	7.00	
14-06-17	Visa			564.00

Tax Rate	Net	VAT	Total Charges	Total Credits
Iva 10%	500.00	50.00	564.00	564.00
Non Imponibile Art. 2	14.00	0.00	564.00	

Merchant ID	Credit Card #
Transaction ID 17216038	Credit Card Expiry XX/XX
Approval Code	Capture Method Manual
Approval Amount 564	Transaction Amount 564

Coordinate Bancarie/Bank Details: UNICREDIT SPA - IBAN: IT 54 H 02008 11835 000003987129- SWIFT CODE: UNCRITMMOTC  
Sede Operativa: Boscolo Hotel Exedra Roma - Piazza della Repubblica, 47 - 00185 ROMA Fax: +390648938000 Tel: +3906489381 Web  
Page: www.boscolohotels.com  
Boscolo Hotels S.p.a. - Sede legale: via Victor Hugo n.2, 20123 MILANO - C.F./Reg.Impr. Milano: 02999420272 - P.I.03350660282 - REA  
MI 1780914 - Capitale sociale: Euro 1.217.716,50 i.v.

VISA VISA  
VISA MAG  
ACQUISTO  
BOSCOLO HOTELS SPA  
PIAZZA DELLA REPUBBLICA  
ROMA

Eserc. 404835800001  
A.I.I.C. 000000000068  
Data 14/06/17 Ora 07:47  
TML 32285029 STAN 006344  
Mod. Online B.C. MAN  
AUT. 02415I  
PAN

CVM Firma  
--- COPIA --- CLIENTE ---  
IMPORTO EUR 564,00

C/M SIGNATURE - FIRMA

.....  
TRANSAZIONE ESEGUITA

GRAZIE E ARRIVEDERCI

UNICREDIT SPA

Traveler Name:	Castlin			
Location:	Italy			
Dates of travel:	9-14 June			
Meals and incidentals:	B	L	D	Incidentals
Monday 12			✓	✓
Tuesday 13			✓	✓
Wednesday 14				✓
Thursday				
Friday 9				
Saturday 10		✓		
Sunday 11				
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

Job #

RECEIPT FOR CAB FARE

Amount 32Date 9/8/11

From

To Airport

Cab No. 506Driver

H.S.T. Included in meter fare





Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 10/06/2017  
Amount: \$0.00 CAD ( Original Amount €0.00 EUR)  
Meals and incidentals (10/06)

Expenses	Coding	Approval	Summary
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2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                      End Date  
10/06/2017                      10/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	In
10/06/2017	Germany - Frankfurt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Germany	Frankfurt	56.67	0.00	0.00

Save      Cancel

### Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 14/06/2017

Amount: \$0.00 CAD ( Original Amount €0.00 EUR)

Meals and incidentals (12-14/06)

Expenses      Coding      Approval      Summary

## 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date	End Date
12/06/2017	14/06/2017

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
12/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14/06/2017	Italy - Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Calculate Allowances

## Summary

Country	Location	Meals	Incidentals	Private Accommodation
Italy	Rome	117.78	122.16	0.00

Save

Cancel

[https://sts-svp.spendvision.com/main/transaction\\_1.asp?transaction\\_ref=C1120170623mej...](https://sts-svp.spendvision.com/main/transaction_1.asp?transaction_ref=C1120170623mej...) 23/06/2017



# Daily Exchange Rates Lookup

## Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Data Available as: CSV ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/csv?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/csv?start_date=2017-06-12&end_date=2017-06-14)) , JSON ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/json?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/json?start_date=2017-06-12&end_date=2017-06-14)) and XML ([http://www.bankofcanada.ca/valet/observations/FXEURCAD/xml?start\\_date=2017-06-12&end\\_date=2017-06-14](http://www.bankofcanada.ca/valet/observations/FXEURCAD/xml?start_date=2017-06-12&end_date=2017-06-14))

New Lookup

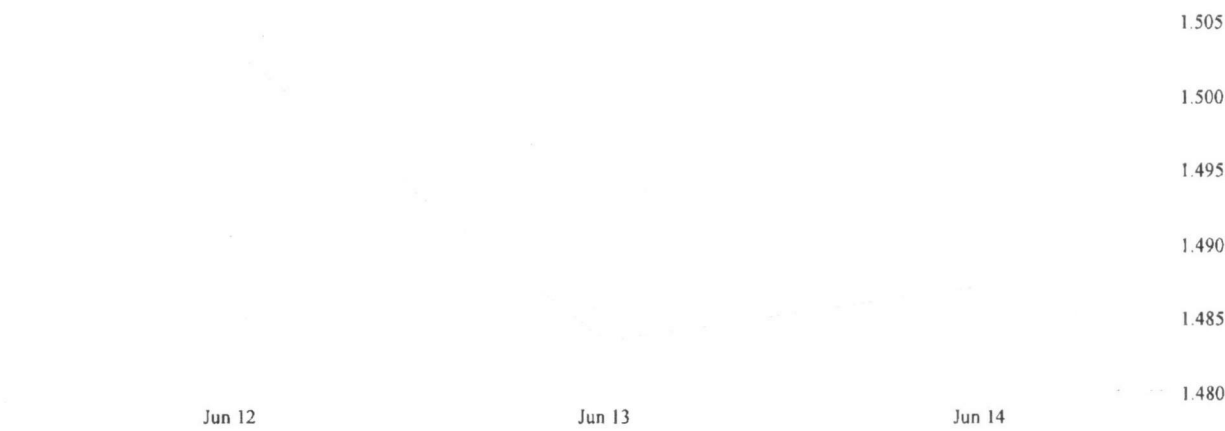
## View data for the past:

- 1 Week
- 2 Weeks
- 1 Month
- 3 Months
- 6 Months
- 1 Year

## European euro (EUR)

Low [High]	2017-06-13	1.4835 CAD [0.6741 EUR]
Average	2017-06-12 — 2017-06-14	1.4913 CAD [0.6706 EUR]
High [Low]	2017-06-12	1.5032 CAD [0.6652 EUR]

### European euro → Canadian dollar



Date	EUR → CAD	CAD → EUR
2017-06-12	1.5032	0.6652
2017-06-13	1.4835	0.6741
2017-06-14	1.4872	0.6724